

More Information

Pay Account Subscription Fees

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Section 1: Pay Account Subscription Fees via My Stuff > Company Admin

- From the “My Stuff” main page, click “Company Admin”.

The screenshot shows a grid of navigation options on the 'My Stuff' main page. The options are:

- 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**: This is a financial assessment required for certain Tenders. Manage your application here.
- 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 you.
- 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. (This link is highlighted with a red box in the original image.)

- Go to the “Accounts” section under the “Company Admin” page. The newly added account will appear with its payment status as “Pending”. Click on “Make Payment” to pay for the account.

The screenshot shows the 'ACCOUNTS' section under 'Company Admin'. It includes a 'Purchase Account' link and a warning: "Paid accounts that are not renewed before expiry will be terminated within 10 calendar days after its expiry date." Below this is a table of accounts:

S/N	Representative Name	Account Type	Payment Status	Expiry Date	Action
1.	John Ng Kok Ming	Free	Not Applicable	Not Applicable	Swap Representative
2.	TEO BENG BENG	Bidding	Paid	09 Feb 2016	Swap Representative
3.	Ben Ng Sim Beng	Bidding	Pending	Not Applicable	Make Payment

Showing 1-3 of 3 records.

Below the table is the 'AREAS OF BUSINESS' section, which includes an 'Edit' link and a dropdown menu for 'Category' with 'Administration & Training' selected.

3. You will be re-directed to the Bill Payment Notice page. To proceed and make the payment, create an invoice.

Note: Follow Steps 5 to 13 described in the e-tutorial "Pay Account Subscription Fees".

Home > My Stuff > Bills > Payment Notices > Overview

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Overview

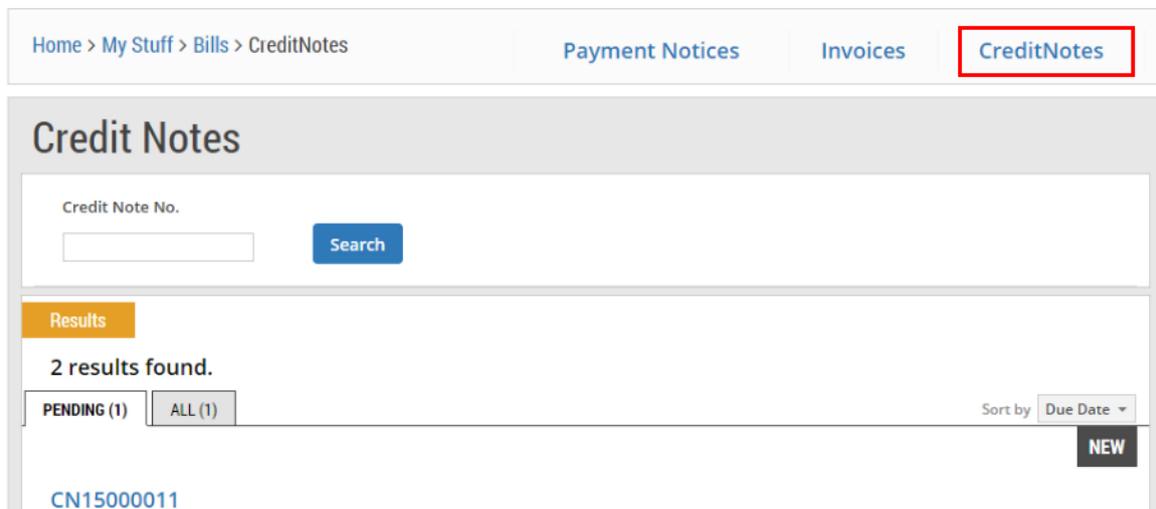
PAYMENT NOTICE DETAILS

OPEN

Payment Notice No.	PN15000239	Due Date	23 Apr 2015
Payment Notice Date	13 Apr 2015	Create Invoice	
Trading Partner Ref. No.	123456789R		
Supplier Name	BETA PRIVATE LIMITED		
Payment Terms	Pay By Due Date		
Remarks			

Section 2: View Credit Notes

1. Click on the "Credit Notes" link.



The screenshot shows the top navigation bar with links for "Home > My Stuff > Bills > CreditNotes", "Payment Notices", "Invoices", and "CreditNotes" (highlighted with a red box). Below the navigation bar is the "Credit Notes" header. A search bar is present with the label "Credit Note No." and a "Search" button. The results section shows "2 results found." with filters for "PENDING (1)" and "ALL (1)". A "Sort by Due Date" dropdown is visible. A "NEW" badge is present. The credit note number "CN1500011" is displayed.

2. A list of credit notes is displayed. To view the details of a specific credit note, click on it.



The screenshot shows the details of credit note "CN1500011" (highlighted with a red box). The page displays "2 results found." with filters for "PENDING (1)" and "ALL (1)". A "Sort by Due Date" dropdown is visible. A "NEW" badge is present. The credit note number "CN1500011" is displayed. Below the credit note number, there is a table with the following data:

Reference Invoice No.	
Amount	280.00 (SGD)
Amount used	0.00 (SGD)
Amount Outstanding	280.00 (SGD)
Issue Date	10 Feb 2015

At the bottom of the page, there is a pagination control with buttons for "First", "Previous", "1", "Next", and "Last".

- The details of the credit note are displayed.

Home > My Stuff > Bills > CreditNotes > Overview

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Overview

CREDIT NOTE DETAILS

Credit Note No.	CN1500011
Trading Partner Ref. No.	123456789R
Reference Invoice Code	
Description	Credit Note to "BETA PRIVATE LIMITED"
Issue Date	10 Feb 2015
Amount	280.00 (SGD)
Amount Used S(\$)	0.00 (SGD)