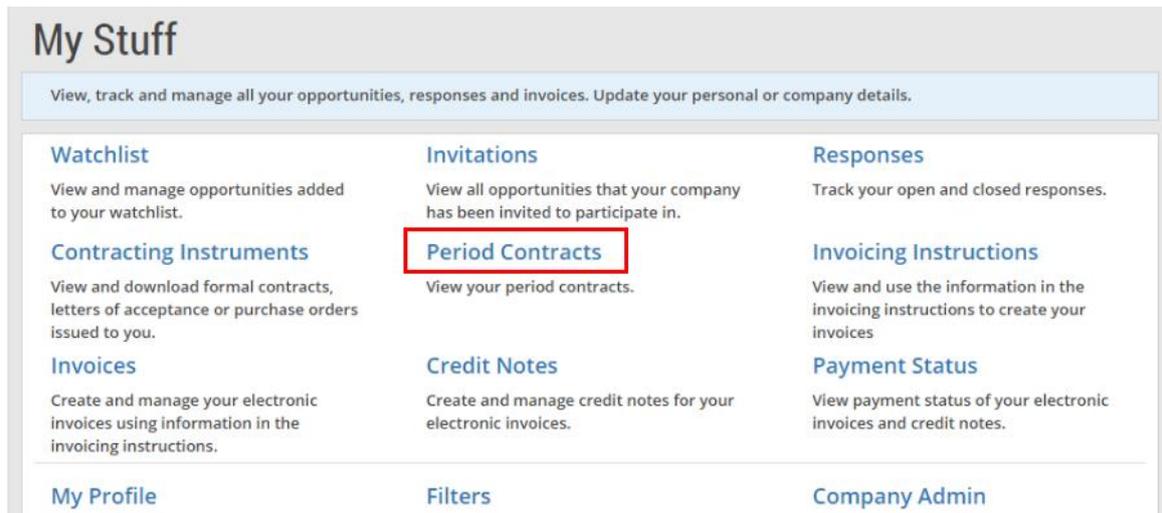


User Guide

View Period Contracts

The following steps illustrate how to view a typical period contract.

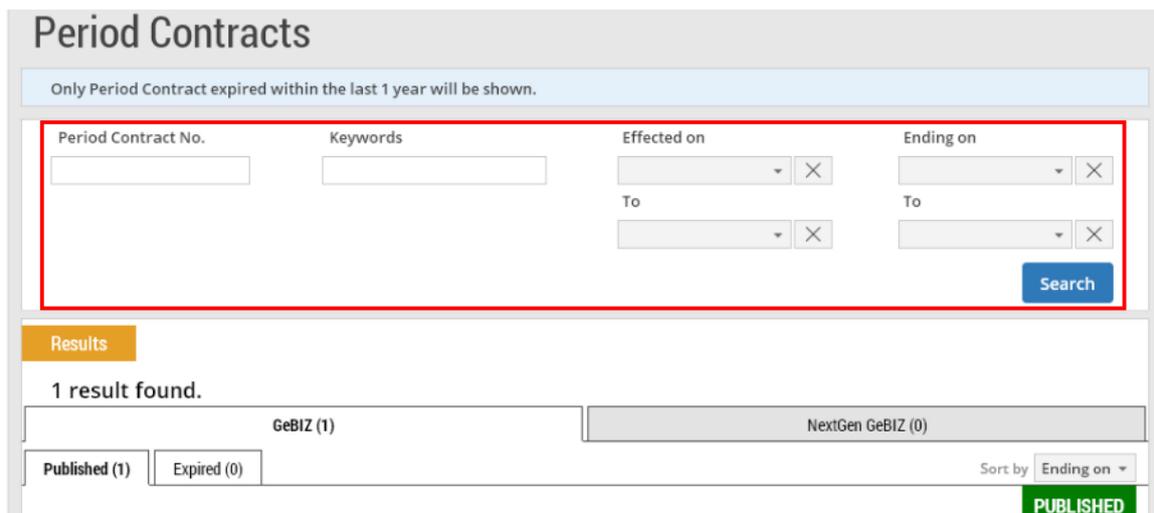
1. Click "Period Contracts" on the "My Stuff" main page.



The screenshot shows the 'My Stuff' dashboard. At the top, there is a header 'My Stuff' and a sub-header 'View, track and manage all your opportunities, responses and invoices. Update your personal or company details.' Below this, there are several sections: 'Watchlist', 'Contracting Instruments', 'Invoices', 'My Profile', 'Invitations', 'Period Contracts' (highlighted with a red box), 'Credit Notes', 'Filters', 'Responses', 'Invoicing Instructions', and 'Payment Status'. Each section has a brief description of its function.

2. You may use the various search criteria here to find a particular period contract easily.

Note: The search results will be displayed either in the "GeBIZ" tab or the "NextGen GeBIZ" tab.



The screenshot shows the 'Period Contracts' search results page. At the top, there is a header 'Period Contracts' and a sub-header 'Only Period Contract expired within the last 1 year will be shown.' Below this, there is a search form with fields for 'Period Contract No.', 'Keywords', 'Effected on', and 'Ending on'. The 'Effected on' and 'Ending on' fields have dropdown menus and 'X' buttons. A 'Search' button is located at the bottom right of the search form. Below the search form, there is a 'Results' section with a '1 result found.' message. The results are displayed in two tabs: 'GeBIZ (1)' and 'NextGen GeBIZ (0)'. The 'GeBIZ (1)' tab is active, showing a 'Published (1)' button and an 'Expired (0)' button. The 'Published (1)' button is highlighted in green. The 'Sort by' dropdown menu is set to 'Ending on'.

- There are two types of period contracts displayed: those which have been published and those which have expired. Click on the period contract you wish to view in detail.

Results

1 result found.

GeBIZ (1) NextGen GeBIZ (0)

Published (1) Expired (0) Sort by Ending on ▾

PUBLISHED

ELECTRONIC

Supply and delivery of chemical solutions and academia.

Effectuated on 17 Feb 2015

Ending on 31 Aug 2015

Period Contract No. ALA000ECN15000001

ITT/ITQ No. ITT123123

First Previous 1 Next Last

- The detailed period contract information is displayed.

Home > My Stuff > Period Contracts > Period Contract(ALA000ECN15000001)

Back to Search Results

Supply and delivery of chemical solutions and academia.

Overview

PUBLISHED

PERIOD CONTRACT INFORMATION

Effectuated on 17 Feb 2015

Ending on 31 Aug 2015

Period Contract No. ALA000ECN15000001

ITT/ITQ No. ITT123123

ITT/ITQ Description -

Signed Date 17 Feb 2015

Payment Terms Payment upon delivery within 30 days.

5. You may reassign a representative to be notified via email when there are purchase orders issued from this period contract. Click “Reassign”.

Note: You will not be allowed to do the reassignment if the period contract has already expired.

PURCHASE ORDER EMAIL NOTIFICATION Reassign

You can reassign another representative to receive purchase orders issued from this period contract.

Email Company email (john@beta.com)

ADDITIONAL INFORMATION

Introduction	-
Supplier and Products	-
Use of Contract	-
Terms and Conditions	-
Frequently Asked Questions	-
Others	-

6. Click on the drop-down list and select the representative.

PURCHASE ORDER EMAIL NOTIFICATION

You can reassign another representative to receive purchase orders issued from this period contract.

Email Company email (john@beta.com) ▾

🔍

Ben Ng Sim Beng (BenNg@Beta_pte_ltd.com)
John Ng Kok Ming (john@beta.com)
Sam Ng Kok Peng (SamNg@beta_pte_ltd.com)
TEO BENG BENG (teo@alpha.com)
Company email (john@beta.com)

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7. Click "Submit" to confirm.

PURCHASE ORDER EMAIL NOTIFICATION

You can reassign another representative to receive purchase orders issued from this period contract.

Email

[Cancel](#)

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Frequently Asked Questions	-