

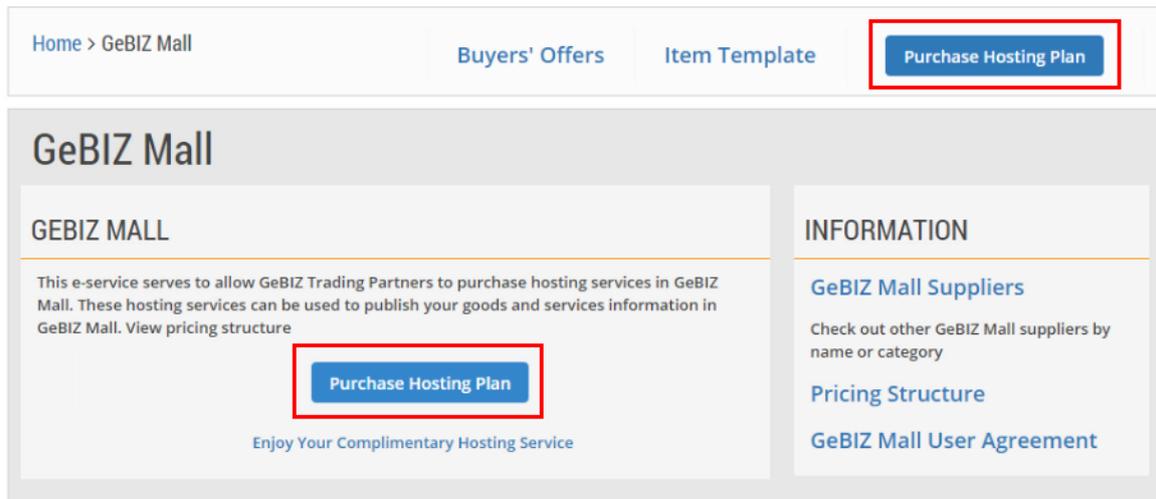
User Guide

Create a New Hosting Plan

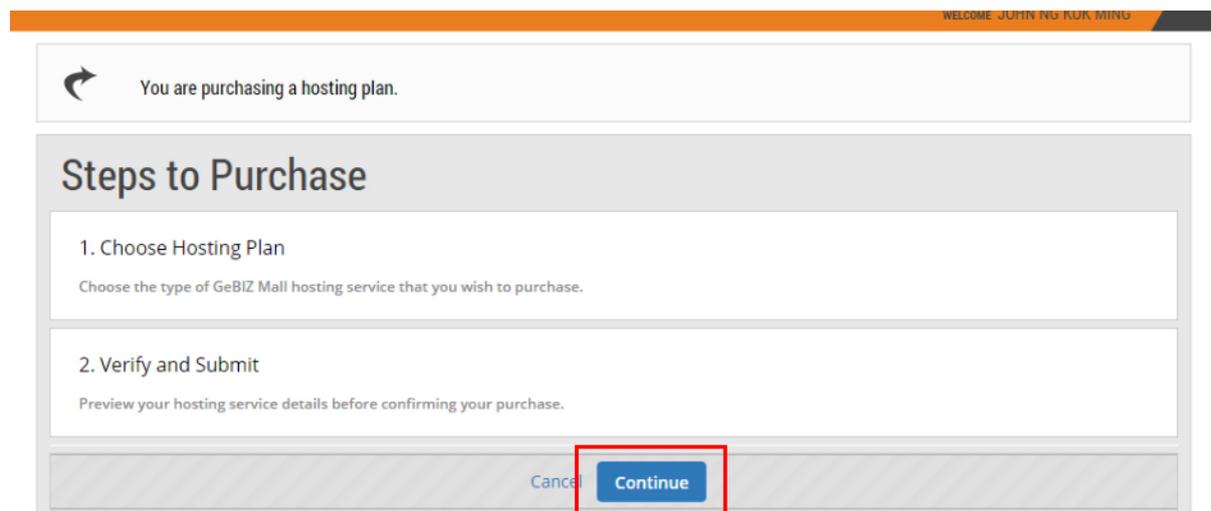
The following steps illustrate how to purchase and create a new hosting plan.

Note: The steps for a creating the complimentary hosting plan will be the same.

1. From the GeBIZ Mall main page, click on either one of the “Purchase Hosting Plan” buttons.
Note: To use your complimentary hosting plan, click “Enjoy Your Complimentary Hosting Service”.



2. Read through the steps for purchasing a hosting plan. Click “Continue” to proceed.



3. Read the information carefully to choose the correct hosting plan package, based on the number of items you wish to publish.

Choose Hosting Plan
Verify and Submit
Exit

Choose Hosting Plan

HOSTING PLAN PACKAGE

Each 1-Year Plan	GeBIZ Mall Item Slots	Price (SGD)
On the first	40	\$120.00 per pack
From	41st to 1000th	\$2.00 each additional item
From	1001st to 5000th	\$1.00 each additional item
Above	5000th	\$0.50 each additional item

HOSTING INFORMATION

4. Under the “Hosting Information” section, fill in all the relevant information, e.g. hosting title.

Note:

- (*) denotes mandatory fields.
- Fields under the “Hosting Information” section cannot be amended after publication.

HOSTING INFORMATION

Hosting Title *

Slots to Purchase
(Minimum of 40) *
(Minimum of 40)

Purchased Date 02 Mar 2015

1. Publication start date must be within 14 calendar days from date of purchase, from 03 Mar 2015 to 16 Mar 2015.
2. Once the publication start date is confirmed, it cannot be amended.
3. The publication will take place on the publish start date or the date of payment whichever is later.
4. The publication will be published for a period of 1 calendar year.

Publish Start Date *

Publication End date:

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Next >

5. Select the publish start date.

Note:

- The publish start date must be within 14 calendar days from date of purchase of the hosting plan.
- Once the publish start date is confirmed, it cannot be amended.
- The publication will take place on the publish start date or the date of payment of the hosting plan, whichever is later.
- The hosting plan will be published for a period of one calendar year.

(Minimum of 40)

Purchased Date 02 Mar 2015

1. Publication start date must be within 14 calendar days from date of purchase, from 03 Mar 2015 to 16 Mar 2015.

2. Once the publication start date is confirmed, it cannot be amended.

3. The publication will take place on the publish start date or the date of payment whichever is later.

4. The publication will be published for a period of 1 calendar year.

Publish Start Date *

Publication End date:

March 2015

SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

WHO TO CONTACT

Name *

Email *

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Next >

6. After entering any other necessary information, click “Next”.

PUBLICATION END DATE: 02 Mar 2016

WHO TO CONTACT

Name * John Ng Kok Ming

Email * john@beta.com

Contact No. * 6123121

Fax No.

Address * 1177 SERANGOON ROAD, SG

177 Characters Remaining

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

Verify and Submit

Instructions:

1. Please confirm the following details of your hosting service before you proceed to make payment.
2. Payment made is NON refundable.

HOSTING INFORMATION

Hosting Title	Portable Memory Cards and Disks
Purchased Date	02 Mar 2015
Publish Start Date	03 Mar 2015
Publish End Date	02 Mar 2016

[< Previous](#) [Submit >](#)

8. If you do not have any edits to make, click on the “Submit” button.

Publish End Date	02 Mar 2016
Slots to Purchase (Minimum of 40)	50

WHO TO CONTACT

John Ng Kok Ming

✉ john@beta.com

☎ 6123121

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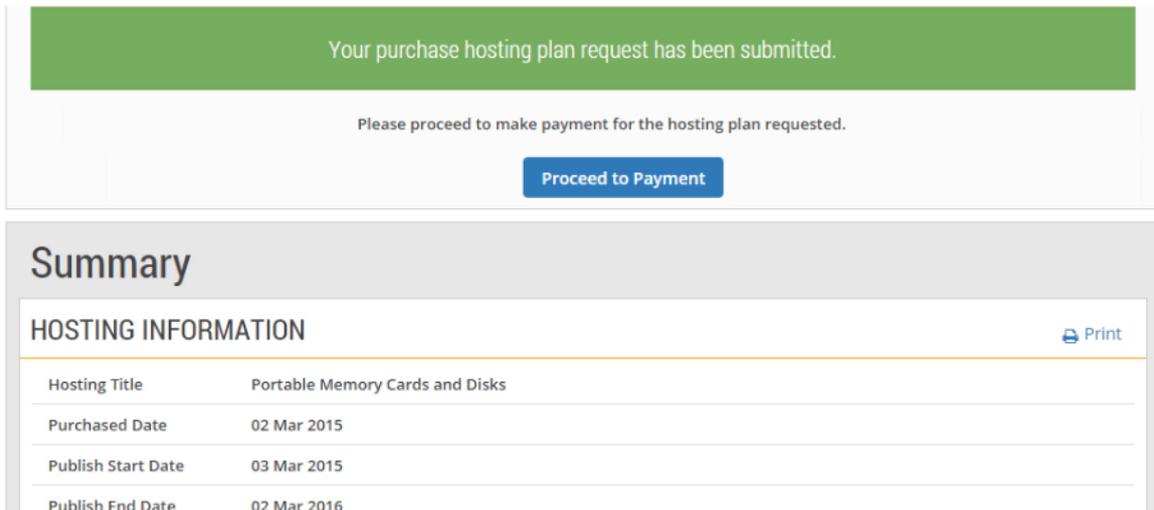
🏠 1177 SERANGOON ROAD, SG

[< Previous](#) [Submit >](#)

9. If your request for the new hosting plan has been submitted successfully, you will see this message displayed on the screen.

Note:

- The next step is to make payment for the hosting plan you have just created. For information on how make the payment refer to Use > Use GeBIZ Mall > e-tutorial "Pay Hosting Plan Service Fees".
- You may choose to make the payment at a later date.



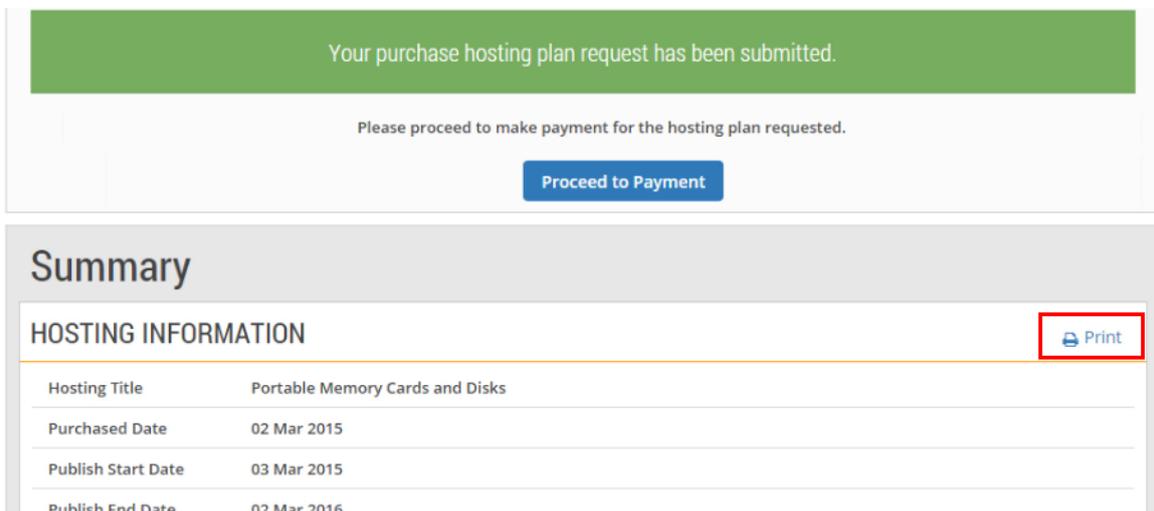
The screenshot shows a confirmation message with a green header bar containing the text "Your purchase hosting plan request has been submitted." Below this, a white box contains the instruction "Please proceed to make payment for the hosting plan requested." and a blue button labeled "Proceed to Payment".

Summary

HOSTING INFORMATION Print

Hosting Title	Portable Memory Cards and Disks
Purchased Date	02 Mar 2015
Publish Start Date	03 Mar 2015
Publish End Date	02 Mar 2016

10. You may print a copy of the hosting plan for your own reference.



This screenshot is identical to the one above, but the "Print" button in the "HOSTING INFORMATION" section is highlighted with a red rectangular box.

Summary

HOSTING INFORMATION Print

Hosting Title	Portable Memory Cards and Disks
Purchased Date	02 Mar 2015
Publish Start Date	03 Mar 2015
Publish End Date	02 Mar 2016

11. To view the hosting plan you have created, return to the GeBIZ Mall main page by clicking the “GeBIZ Mall” menu. Refer to the e-tutorial “View a Hosting Plan” for details.

The screenshot shows the GeBIZ Mall website interface. At the top, there is a navigation bar with links for Home, Opportunities, Supplier Directory, GeBIZ Mall (highlighted with a red box), and My Stuff. Below the navigation bar, a green message box states: "Your purchase hosting plan request has been submitted." Below this, a white box contains the text: "Please proceed to make payment for the hosting plan requested." and a blue button labeled "Proceed to Payment".

Below the payment section is a "Summary" section with a table of hosting information. The table has a header "HOSTING INFORMATION" and a "Print" icon. The table content is as follows:

HOSTING INFORMATION	
Hosting Title	Portable Memory Cards and Disks