

User Guide

View a Hosting Plan

The following steps illustrate how to view the details of a hosting plan.

1. All the hosting plans you have created are listed on the GeBIZ Mall main page. They are categorised according to these statuses:
 - Pending for Payment – Payment has not been made for the hosting plan.
 - Pending for Publication – Payment has been made for the hosting plan but the publish start date of the hosting plan has not reached.
 - Published – The hosting plan is now active.
 - Closed – The hosting plan is no longer available for buyer to purchase products and services from.

Note: The complimentary hosting plan will be published immediately upon submission as no payment is required.

Home > GeBIZ Mall Buyers' Offers Item Template Purchase Hosting Plan

GeBIZ Mall

Pending (0) **Published (1)** Closed (0)

PUBLISHED

Portable Memory Cards and Disks Publication Ending on
02 Mar 2016

Hosting Plan No.	GMHS15000059
Purchased Date	02 Mar 2015
Slots Purchased	50
Invoice No.	B115000054

Slots Available
50

2. Click on the hosting plan you wish to view in detail.

Home > GeBIZ Mall Buyers' Offers Item Template Purchase Hosting Plan

GeBIZ Mall

Pending (0) **Published (1)** Closed (0)

PUBLISHED

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Slots Available
50

- The details of the hosting plan are displayed.

Home > GeBIZ Mall > View Hosting Plan

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Portable Memory Cards and Disks
GMHS15000059

Have more than 20 items? Try excel upload.

[Bulk Upload](#)

Download template for bulk upload items

Hosting Plan Information

PUBLISHED

Purchased Date	02 Mar 2015
Publish Start Date	03 Mar 2015
Slots Purchased	50
Invoice No.	BI15000054

Publication Ending on
02 Mar 2016
50 Slots Available

- Under this section, you may edit information you have entered on the hosting plan. Refer to the “More Information” tab for information on how to edit the “Who to Contact” section.

WHO TO CONTACT

[Edit Contact Person](#)

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REVISIONS

	Revision No.	Changes	Modified By	Modified Date
<input type="radio"/>	13	Modified 'DSLR Sling Camera Bag' item.	John Ng Kok Ming	30 Apr 2015

- You may also keep track of the edits/revisions that you have made to this hosting plan. Refer to the “More Information” tab on how to do this.

REVISIONS

	Revision No.	Changes	Modified By	Modified Date
<input type="radio"/>	13	Modified 'DSLR Sling Camera Bag' item.	John Ng Kok Ming	30 Apr 2015
<input checked="" type="radio"/>	12	Modified 'DSLR Sling Camera Bag' item.	John Ng Kok Ming	30 Apr 2015
<input type="radio"/>	11	Modified 'ZCamera Straps' item.	John Ng Kok Ming	30 Apr 2015
<input type="radio"/>	10	Add item :DSLR Sling Camera Bag	John Ng Kok Ming	01 Apr 2015
<input type="radio"/>	9	Change Item status.	John Ng Kok Ming	01 Apr 2015
<input type="radio"/>	8	Change Item status.	John Ng Kok Ming	01 Apr 2015
<input type="radio"/>	7	Change Item status.	John Ng Kok Ming	01 Apr 2015

6. You may also use this search bar to look for specific items in the Item List. Refer to the “More Information” tab on how to do this.

The screenshot shows the 'ITEM LIST' interface. At the top right, there is a search bar with the placeholder text 'Item Description' and 'Enter your item description', and a blue 'Search' button. Below the search bar, there are two links: 'Publish All Items in this Plan' and 'Hide All Items in this Plan'. The main content area shows '24 results found.' and a list of items. The first item is 'DSLR Sling Camera Bag', which is highlighted with a black square containing the number '1'. To the right of the item name are three buttons: 'Hide Item', 'Edit Item', and a green 'PUBLISHED' button. Below the item name is a table of details:

Category	Miscellaneous - Others
Unit of Measurement	EACH
Unit Price	42.0000 (SGD)
Price Validity	
Inventory Level	
Delivery Term	

7. You may hide/publish an item or edit the information you have entered for the item easily. Refer to the “More Information” tab on how to do this.

This screenshot shows the same 'ITEM LIST' interface as the previous one, but with the 'Hide Item' and 'Edit Item' buttons highlighted with red boxes. The 'PUBLISHED' button remains green. The item details table is expanded to show more information:

Category	Miscellaneous - Others
Unit of Measurement	EACH
Unit Price	42.0000 (SGD)
Price Validity	
Inventory Level	
Delivery Term	
Delivery Leadtime	
Stock Availability	
Terms and Conditions	