

User Guide

Pay Hosting Plan Service Fees

Using GeBIZ, there are two entry points from which you can make the payment for your hosting plan service fees.

- The first entry point is via My stuff > Bills.
- The second entry point is via clicking on the “Make Payment” link at the hosting plan page. (To know how to make payment via this entry point, go to the “More Information” tab)

The following steps illustrate how to pay the service fees for a hosting plan that you have already created via My Stuff > Bills.

1. At the “My Stuff” main page, click “Bills” to access the subscription fees billed to you.

The screenshot shows a grid of navigation options on the 'My Stuff' 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. (This link is highlighted with a red box in the original image).
- 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.

2. The list of payment notices is displayed. You may use these search criteria to find a specific payment notice.

The screenshot shows the 'Payment Notices' page. At the top, there is a search bar with the following fields:

- Notice No.**: A text input field.
- Bill Type**: A dropdown menu currently set to 'All'.
- Search**: A blue button to execute the search.

Below the search bar, the page displays '4 results found.' and a summary of the results:

- PENDING (1)** | **VERIFIED (2)** | **CLOSED (1)**
- Sort by**: A dropdown menu currently set to 'Due Date'.
- OPEN**: A black button.

The first result is:

- PN15000238** (Notice No.)
- Due Date**: 23 Apr 2015
- Bill Type**: GeBIZ Mall Item Hosting
- Description**: Charges For GeBIZ Mall Item Hosting

3. Click on the payment notice for the GeBIZ Mall hosting plan you have created earlier.

Payment Notices

Notice No. Bill Type

Results

4 results found.

PENDING (1) VERIFIED (2) CLOSED (1) Sort by Due Date

PN15000238 Due Date 23 Apr 2015

Bill Type GeBIZ Mall Item Hosting

Description Charges For GeBIZ Mall Item Hosting

4. Click "Create invoice" to create a bill invoice for the selected payment notice.

Overview

PAYMENT NOTICE DETAILS

Due Date 23 Apr 2015

Payment Notice No. PN15000238

Payment Notice Date 13 Apr 2015

Trading Partner Ref. No. 123456789R

Supplier Name BETA PRIVATE LIMITED

Payment Terms Pay By Due Date

Remarks

S/N	Description	Amount Payable	Invoice Code
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5. Read through the steps for creating a bill invoice. Then click "Continue".

Steps to Create Bill Invoice

1. Choose Item(s) for invoice

Choose item(s) from the payment notice that you wish to generate into an invoice

2. Verify and Submit

Preview invoice details before generating the invoice

9. Read through and verify the details of the bill invoice you have entered. Then click “Next”.

Verify and Submit

Payment Notice No.	PN15000238	Due Date	23 Apr 2015
Payment Notice Date	13 Apr 2015		
Trading Partner Ref. No.	123456789R		
Supplier Name	BETA PRIVATE LIMITED		
Payment Terms	Pay By Due Date		
Remarks			

S/N	Description	Amount Payable
1.	GeBIZ MALL HOSTING FOR 50 ITEM(S)	140.00 (SGD)

10. If your bill invoice has been created successfully, you will see this message on the screen. Click “Pay Now” to proceed with the payment.

Overview NEW

INVOICE DETAILS

Invoice No.	BI15000200	Due Date	23 Apr 2015
Invoice Date	13 Apr 2015		
Trading Partner Ref. No.	123456789R		
Supplier Name	BETA PRIVATE LIMITED		
Supplier Address	1177 SERANGOON ROAD 123123 SINGAPORE		
Payment Notice No.	PN15000238		
Payment Status	OPEN		

11. You are directed to an external payment gateway. Click on the radio button beside the payment mode for Visa. Then click “Proceed”.

Total Amount Payable: S\$149.80

Please make payment by selecting the preferred payment mode then click the 'Proceed' button:

Payment Mode	Description
<input type="radio"/>  <input checked="" type="radio"/> 	For VISA/MasterCard Credit and Debit cards

IMPORTANT:

- Please make sure that all other opened browsers are closed before proceeding to make payment.
- **DO NOT** close this browser while payment is in process. You may close this browser only after you receive the Official Receipt and an acknowledgement from the e-Service for successful payment.
- **DO NOT** click on the browser buttons (example: Back, Reload/Refresh or Stop) while payment is in progress.
- For **eNETS Credit (or AMEX if available)**, please add "www.enets.sg" to your list of allowed sites in the pop-up blocker settings as well.
- For **eNETS Debit**, please include "www.enets.sg", "dbsd2pay.dbs.com" (for DBS/POSB Account holders), "www.citibank.com.sg" (for Citibank Account holders), "www.ocbc.com"

12. While the transaction is in progress, you will see this message on the screen.

Redirection Message

Transaction is in progress. Please do not close this window or use the BACK/REFRESH/RELOAD functions of your browser before the transaction is completed.

If redirection does not occur within 2 minutes, please click on the button to redirect. [Continue with e-Service](#)

13. If your bill invoice has been created successfully, you will see this message on the screen.

Invoice has been created successfully

Instructions

1. Please note that only MasterCard/VISA will be accepted as mode of payment.
2. Please take note of the payment limit and select the appropriate mode of payment at the payment gateway.
3. You will be directed to the payment gateway when you click on the [Pay Now] button.

Payment Mode	Payment Limit
MasterCard/VISA	S\$20,000 maximum

Overview

INVOICE DETAILS NEW

Invoice No.	B115000200	Due Date 23 Apr 2015
Invoice Date	13 Apr 2015	

14. The payment status is now reflected as "Paid".

Note: On making payment successfully, you may print out a copy of the tax invoice.

VERIFIED

INVOICE DETAILS Due Date 23 Apr 2015

Invoice No.	B115000200	
Invoice Date	13 Apr 2015	
Trading Partner Ref. No.	123456789R	
Supplier Name	BETA PRIVATE LIMITED	
Supplier Address	1177 SERANGOON ROAD 123123 SINGAPORE	
Payment Notice No.	PN15000238	
Payment Status	PAID	
Remarks		