

# User Guide

## Purchase Account

The following steps illustrate how to purchase a subscription account from the “Company Admin” module.

1. As part of company administration, you can purchase additional subscription accounts. Click on “Company Admin” from the “My Stuff” main page.

The screenshot shows a grid of navigation options. The 'Company Admin' link is highlighted with a red box. The options include:

- Watchlist**: View and manage opportunities added to your watchlist.
- 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**
- Invitations**: View all opportunities that your company has been invited to participate in.
- 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
- Responses**: Track your open and closed responses.
- 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 “Company Admin” page is displayed with all the company information you had provided. Under the “Accounts” section, click “Purchase Account”.

The screenshot shows the 'Company Admin' page. At the top, the email address 'john@beta.com' is displayed. Below this is the 'ACCOUNTS' section, which includes a warning message: 'Paid account that are not renewed before expiry will be terminated within 10 calendar days after it's expiry date.' A table lists the accounts, and the 'Purchase Account' link is highlighted with a red box. The table data is as follows:

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	Not Applicable	Not Applicable	Swap Representative

Showing 1-2 of 2 records.

Below the table is the 'AREAS OF BUSINESS' section with an 'Edit' link.

3. Enter all the relevant information for the new account.

Note:

- (\*) denotes the mandatory fields.
- If you wish to purchase more accounts, click on the “Add Account” link.

**ACCOUNT 1**

Representative Name \*

Email \*

Contact No. \*

Fax No.

Account Type \*

Login Type \*

Login ID \*

[+ Add Account](#)  
You can purchase an additional account

[Cancel](#) [Submit](#)

4. When you are done, click “Submit”.

**ACCOUNT 1**

Representative Name \*

Email \*

Contact No. \*

Fax No.

Account Type \*

Login Type \*

Login ID \*

[+ Add Account](#)  
You can purchase an additional account

[Cancel](#) [Submit](#)

5. If the account(s) has/have been added successfully, you will see this message on the screen.

**Purchase Account**

The account has been added.

Please proceed to make payment for the subscription fee of the newly added account(s).

[Proceed to Payment](#)

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**NEWLY ADDED ACCOUNT(S)**

Name	TAN KOK MING
Account Type	Bidding
Login Type	GeBIZ ID
Login ID	E123123

6. You may choose to make payment now by clicking “Proceed to Payment”.

Note:

- For details on how to make payment for the account subscription fee, go to Administer > Manage Company Information > e-tutorial “Pay Account Subscription Fees”.
- After successful payment, authorised representatives with accounts using Singpass can perform their login immediately. Authorised representatives without a Singpass will be issued a GeBIZ ID. They will receive their GeBIZ ID and password through email within 1 working day when the application has been approved.
- You may also choose to pay the account subscription fee later via the “Make payment” link under the “Accounts” section or via My Stuff > Bill.

**Purchase Account**

The account has been added.

Please proceed to make payment for the subscription fee of the newly added account(s).

[Proceed to Payment](#)

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**NEWLY ADDED ACCOUNT(S)**

Name	TAN KOK MING
Account Type	Bidding
Login Type	GeBIZ ID
Login ID	E123123