

More Information

Edit Company Profile

The following steps illustrate how to edit your company's profile.

Add/Delete a Beneficiary (For MINDEF Suppliers)

1. To add a beneficiary, go to the "Beneficiary List" section at the "Company Admin" page and click "Add Beneficiary".

Note: This section is applicable to suppliers who are providing goods/services to MINDEF and who wish to assign a beneficiary during invoicing.

(It is not mandatory to assign a beneficiary if one is not needed.)

The screenshot shows two sections of a web application. The top section is titled 'COMPANY PROFILE' and includes fields for 'Company Description', 'Company Website', and a checkbox for 'Information that will be published to Government Buyers'. Below this is a section titled 'BENEFICIARY LIST' with a table header containing 'S/N', 'Beneficiary', 'Trading Partner Ref. No.', 'Contact Information', and 'Action'. The table currently shows 'No records.' A red box highlights the 'Add Beneficiary' button in the top right corner of the 'BENEFICIARY LIST' section.

2. At the "Add Beneficiary" page, search for the specific beneficiary you wish to add. Type the Supplier Name and/or the Trading Partner Reference number, then click "Search".

Note: Read the highlighted information carefully before you begin the search for a beneficiary here.

The screenshot shows the 'Add Beneficiary' page. At the top, there is a breadcrumb trail: 'Home > My Stuff > Company Admin > Add Beneficiary'. Below this is a large heading 'Add Beneficiary'. A red box highlights a blue information box containing the following text: 'Please contact the buyer to specify the beneficiary you wish to set up. You can use the beneficiary for invoicing after the purchaser has informed you that the beneficiary has been set up. After the buyer has informed that setup has been completed, you can search for the supplier to add it as a beneficiary.' Below this information box are two input fields: 'Supplier Name' (containing 'alpha private') and 'Trading Partner Ref. No.'. A red box highlights the 'Search' button to the right of the 'Trading Partner Ref. No.' field.

3. On finding the specific beneficiary, click on the “Add to Beneficiary List” link.

The screenshot shows a search interface with two input fields: "Supplier Name" containing "alpha private" and "Trading Partner Ref. No." which is empty. A blue "Search" button is to the right. Below the search bar, a "Results" section indicates "1 result found." A tab labeled "Beneficiaries (1)" is active, and the results are sorted by "Supplier Name". The result is for "ALPHA PRIVATE LTD" with a "Trading Partner Ref. No." of "123456789A". Contact information includes an email "beng@alpha.com", a phone number "6123123", and a fax number "6123111". A blue link "Add to Beneficiary List" is highlighted with a red box.

4. If the beneficiary has been added successfully to the Beneficiary List, you will see this dialogue box. Click “Close”.

The screenshot shows a success message dialog box overlaid on the "Add Beneficiary" page. The dialog has a green header with a checkmark and the word "SUCCESS". The main text reads: "You have successfully added ALPHA PRIVATE LTD as a beneficiary." A blue "Close" button is highlighted with a red box. The background page shows the breadcrumb "Home > My Stuff > Company Admin > Add Beneficiary" and the search form with "alpha private" in the "Supplier Name" field.

5. To delete a beneficiary, return to the “Company Admin” page. Click the link as shown.

The screenshot shows the "Company Admin" page. The breadcrumb "Home > My Stuff > Company Admin" is highlighted with a red box. Below the breadcrumb is the "Add Beneficiary" section with instructions: "Please contact the buyer to specify the beneficiary you wish to set up. You can use the beneficiary for invoicing after the purchaser has informed you that the beneficiary has been set up. After the buyer has informed that setup has been completed, you can search for the supplier to add it as a beneficiary." Below the instructions is a search form with "Supplier Name" containing "alpha private" and "Trading Partner Ref. No." which is empty. A blue "Search" button is to the right. Below the search bar, a "Results" section is visible.

- From the “Beneficiary List”, click the “Delete” icon beside the name of the beneficiary to be deleted.

Company Website ⁺

Information that will be published to Government Buyers

I am representing a Company.

BENEFICIARY LIST Add Beneficiary

This section is applicable only to Ministry of Defence suppliers.

S/N	Beneficiary	Trading Partner Ref. No.	Contact Information	Action
1.	ALPHA PRIVATE LTD	123456789A	 beng@alpha.com  6123123  6123111	 Delete

Showing 1-1 of 1 record.

- Click “Yes” to confirm the deletion.

This section is applicable only to Ministry of Defence suppliers.

S/N	Beneficiary	Trading Partner Ref. No.	Contact Information	Action
1.	ALPHA PRIVATE LTD	123456789A	 beng@alpha.com	 Delete

CONFIRMATION

Are you sure you want to delete this beneficiary?

Procurement Information | **Support** | **Contact Information**

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Service Desk: (65) 6374 8117 (Hotline)
(65) 6374 1321 (Fax)
General Enquiries: support@gpbc.gov.sg
Helpdesk Enquiries: helpline@gpbc.gov.sg

- If the beneficiary has been deleted successfully, you will see this message on the screen. Click “Close”.

BENEFICIARY LIST Add Beneficiary

This section is applicable only to Ministry of Defence suppliers.

S/N	Beneficiary	Trading Partner Ref. No.	Contact Information	Action
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SUCCESS

Beneficiary is deleted successfully.

Procurement Information | **Support** | **Contact Information**

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