Supplier File Repository (SFR)

The SFR allows suppliers to upload and store frequently used documents such as information about their businesses, company track records and financial statements. During bid submissions for Tenders, Quotations or Framework Buys, suppliers will be able to attach the files in SFR expediently and saving them from the hassle of having to upload these documents repeatedly if they are participating in multiple bids.

What is covered in this User Guide?

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How to upload a file to SFR?

- 1. At the GeBIZ Homepage, click on "My Stuff".
- 2. Select "Supplier File Repository".

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IY STUFF		
ew, track and manage all your opportunities,	responses and invoices. Update your personal or	company details.
/atchlist	Invitations	Responses
iew and manage opportunities added to our watchlist.	View all opportunities that your company has been invited to participate in.	Track your open and closed responses.
ontracting Instruments	Period Contracts	Invoicing Instructions
ew and download formal contracts, tters of acceptance or purchase orders sued to you.	View your period contracts.	View and use the information in the invoicing instructions to create your invoices.
nvoices	Credit Notes	Payment Status
anage your electronic invoices that are eated in GeBIZ.	Create and manage credit notes for your electronic invoices.	View payment status of your electronic invoices and credit notes.
ly Profile	Filters	Company Admin
nange your personal profile, password or rminate your account.	Create your own search filters and find opportunities based on your preferences.	Change your company details, add/swap your authorised representatives or set up your beneficiaries.
miniate your doctoria.		
overnment Supplier	Bills	Supplier File Repository

3. Select "Add File".

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SUPPLIER FILE REPO	SITORY			
Maximum file count: 50 Supported file types bmp, csv, docx, gif, jpeg, File name can only contain: Letters of the Alp File name can only be 170 characters or less i	habets, digits, underscores, in length.	hyphens, round brack	ets, square brackets and spaces.	:
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	Archived iisding and keep ii		Archived File (0)	3 + Add File
	File Size	Category	Archived File (0) Purpose	3 + Add File Uploaded Date
Active File (0)				
Active File (0) S/N File Name Archive Download Edit No records.			Purpose	Uploaded Date
Active File (0) S/N File Name Archive Download Edit			Purpose	

4. In the "Add File" page, select Category and Purpose.

These files do not constit	iness documents into this repository and share these files openly to the b ute as bid submission data in tender, quotation or framework buy. You are ment in each bid submission process.	
Category Purpose*	Select Category Select Category Certification and License Company Overview Financial Statement Track Records (e.g. Project showcase, Testimonial)	Upload
S/N File Name		File Size
L. Delete		
No records.		

5. Then select "Upload" to upload the file.

information. These	ur business documents into this repository and share these files openly to the buying files do not constitute as bid submission data in tender, quotation or framework buy the relevant document in each bid submission process.	-
Category*	Company Overview	
Purpose*	Select Purpose Select Purpose	
S/N File Nan	File to be shared with agency users File to be used for bid submission File to be shared with agency users and to be used for bid submission	5 Upload File Size
le Delete		
No records.		

<u>Note</u>

• For "Files to be shared with agency users", these should be files that you wish to share with all Government agencies. Please do not include sensitive information.

- For "File to be used for bid submissions", these files will be available to be attached to Tenders, Quotations or Framework Buys during bid submission.
- 6. Select the file(s) to upload.

UPLOAD ATTACHMENT	
6 Drag and drop files here or click here to begin upload Maximum file size: 35 M8	
Done	

7. Click "Add".

The	ese files	s do not constitu	ness documents into this repository and share these files open te as bid submission data in tender, quotation or framework bu nent in each bid submission process.	
atego	ry*		Company Overview*	
urpos	e*		File to be shared with agency users*	
TTAC	CHME	NT		Upload
	S/N	File Name		File Size
0	1.	ABC_PDF_Com	any_Profile.pdf	27 bytes
\mathbb{I}_{0}	Dele	ete		
Showi	ng 1-1 o	f 1 record.		

<u>Note</u>

• You can upload more than one document of the same Category and Purpose.

How to make changes to the uploaded file in SFR?

a. Changing a new file / information within a file (Requires re-upload)

- 1. Select the File.
- 2. Click "Archive".

			ABOI	UT US ANNOUNCEMENTS	GETTING STARTED RSS
lome Oppo	ortunities Supplier Directory G	eBIZ Mall My St	ıff		
				WELCOME JACKIE	MESSAGES LOGOUT
lome > My Stu	.Iff > Supplier File Repository				
SUPPL	IER FILE REPOSITO	ORY			
Maximum fi Supported f File name c File name c	ile size: 35 MB per file ile count: 50 file types bmp, csv, docx, gif, jpeg, jpg, pdf, pp an only contain: Letters of the Alphabets, dig an only be 170 characters or less in length. e will be moved from File listing to Archived li	its, underscores, hypher	р. ж.	brackets and spaces.	
	Active File (4)			Analytical Ells (0)	
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ļ 		<u>u</u>		Archived File (U)	+ Add File
1) _{S/N}	File Name	File Size	Category	Archived File (U) Purpose	+ Add File Uploaded Date
S/N		File Size 39 bytes			Uploaded
 S/N 1. 	File Name		Category	Purpose File to be used for bid	Uploaded Date
 S/N 1. 2. 	File Name ABC_Excel_Financial_Statement_2022.xlsx	39 bytes	Category Financial Statement	Purpose File to be used for bid submission File to be used for bid	Uploaded Date 29 Aug 2023
 S/N 1. 2. 3. 	File Name ABC_Excel_Financial_Statement_2022.xlsx ABC_Excel_Financial_Statement_2023.xlsx	39 bytes 39 bytes	Category Financial Statement Financial Statement	Purpose File to be used for bid submission File to be used for bid submission File to be shared with	Uploaded Date 29 Aug 2023 29 Aug 2023
 S/N 1. 2. 3. 4. 2. 	File Name ABC_Excel_Financial_Statement_2022.xlsx ABC_Excel_Financial_Statement_2023.xlsx ABC_PDF_Company_Profile.pdf ABC_Word_Awards.docx ve Download Edit	39 bytes 39 bytes 27 bytes	Category Financial Statement Financial Statement Company Overview Track Records (e.g. Project showcase,	Purpose File to be used for bid submission File to be used for bid submission File to be shared with agency users File to be shared with	Uploaded Date 29 Aug 2023 29 Aug 2023 29 Aug 2023
 1. 2. 3. 4. 2. 2. 3. 4. 2. 2. 3. 4. 2. 4. 2. 4. 4	File Name ABC_Excel_Financial_Statement_2022.xlsx ABC_Excel_Financial_Statement_2023.xlsx ABC_PDF_Company_Profile.pdf ABC_Word_Awards.docx ve Download Edit 4 records.	39 bytes 39 bytes 27 bytes	Category Financial Statement Financial Statement Company Overview Track Records (e.g. Project showcase,	Purpose File to be used for bid submission File to be used for bid submission File to be shared with agency users File to be shared with agency users	Uploaded Date 29 Aug 2023 29 Aug 2023 29 Aug 2023 29 Aug 2023
 S/N 1. 2. 3. 4. 2. 2. 3. 4. 2. 3. 4. 2. 3. 4. 	File Name ABC_Excel_Financial_Statement_2022.xlsx ABC_Excel_Financial_Statement_2023.xlsx ABC_PDF_Company_Profile.pdf ABC_Word_Awards.docx ve Download Edit	39 bytes 39 bytes 27 bytes	Category Financial Statement Financial Statement Company Overview Track Records (e.g. Project showcase,	Purpose File to be used for bid submission File to be used for bid submission File to be shared with agency users File to be shared with agency users	Uploaded Date 29 Aug 2023 29 Aug 2023 29 Aug 2023

3. You can verify the archived file in the "Archived File" tab.

		BIZ Mall	My Stuff		
				WELCOME JACKIE	MESSAGES LC
ne > My Sturr >	> Supplier File Repository				
	ER FILE REPOSITO	RV			
	IN TILL NEP USITO	'n			
This page allow	vs you to upload business documents that	are frequently s	submitted to Government Bu	iyers. The file can be configured	d to share to
Government Bu	ivers under company profile, submitted du	ring bidding or	both. Example of such files	are Track Records, Financial St	atements etc.
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	ize: 35 MB per file				
Maximum file o	count: 50				
Maximum file of Supported file t	ount: 50 types bmp, csv, docx, gif, jpeg, jpg, pdf, ppt				
Maximum file of Supported file t File name can o	count: 50 types bmp, csv, docx, gif, jpeg, jpg, pdf, ppt only contain: Letters of the Alphabets, digit			quare brackets and spaces.	
Maximum file of Supported file t File name can o File name can o	ount: 50 types bmp, csv, docx, gif, jpeg, jpg, pdf, ppt only contain: Letters of the Alphabets, digit only be 170 characters or less in length.	ts, underscores,	, hyphens, round brackets, s	quare brackets an <mark>d</mark> spaces.	
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Maximum file of Supported file t File name can o File name can o	ount: 50 types bmp, csv, docx, gif, jpeg, jpg, pdf, ppt only contain: Letters of the Alphabets, digit only be 170 characters or less in length.	ts, underscores,	, hyphens, round brackets, s for in 6 months.	quare brackets and spaces. Archived File (1)	
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Maximum file co Supported file t File name can o File name can o Archived file will	oount: 50 types bmp, csv, docx, gif, jpeg, jpg, pdf, ppt only contain: Letters of the Alphabets, digit only be 170 characters or less in length. Il be moved from File listing to Archived lis Active File (3) ile Name BC_Excel_Financial_Statement_2022.xlsx	ts, underscores, sting and keep f File Size	, hyphens, round brackets, s for in 6 months. 3 Category	Archived File (1) Purpose File to be used for bid	

4. Proceed to upload a new file (Refer to Page 2 of this user guide).

<u>Note:</u>

(a) Upon bid closure, suppliers would not be able to make any amendments to the submitted files.

(b) Before bid closure, if a supplier wishes to make any changes to a file that has been attached for bid submission, the supplier has to login to the bid submission in GeBIZ to remove the old file and re-attach the new file from SFR or upload from the supplier's own depository.

b. Changing the category and purpose of a file (Edit the uploaded file)

- 1. Select the File.
- 2. Click "Edit".

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	opp	ortunities Supplier Directory Ge	BIZ Mall	My Stuff	WELCOME HCS NAME	MESSAGES LO
me	> My St	uff > Supplier File Repository				
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	etroute		and for a second of	tuin da como como	The file search and file search	Facebooks
		allows you to upload business documents that nt Buyers under company profile, submitted du				
M	laximum	file size: 35 MB per file				
		file count: 50				
S	upported	file types bmp, csv, docx, gif, jpeg, jpg, pdf, ppt	x, rtf, tif, txt, xl:	sx, zip.		
	ile name	can only contain: Letters of the Alphabets, digit	ts. underscores	, hyphens, round brackets, s	guare brackets and spaces.	
		can only contain: Letters of the Alphabets, digit can only be 170 characters or less in length.	ts, underscores	, hyphens, round brackets, s	quare brackets and spaces.	
Fi	ile name	can only be 170 characters or less in length.			quare brackets and spaces.	
Fi	ile name				quare brackets and spaces.	
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Fi	ile name	can only be 170 characters or less in length.			quare brackets and spaces. Archived File (0)	
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Fi A 0 0	S/N 1. 2. 3. 4.	can only be 170 characters or less in length. le will be moved from File listing to Archived lis Active File (4) File Name ABC_Excel_Financial_Statement_2022.xlsx ABC_Excel_Financial_Statement_2023.xlsx ABC_PDF_Company_Profile.pdf ABC_Word_Awards.docx	File Size 39 bytes 39 bytes 27 bytes	for in 6 months.  Category  Financial Statement Financial Statement Company Overview Track Records (e.g. Project showcase,	Archived File (0)  Purpose File to be used for bid submission File to be used for bid submission File to be shared with agency users File to be shared with agency users and to be	Uploaded Date 29 Aug 2023 29 Aug 2023 29 Aug 2023
	S/N 1. 2. 3. 4.	can only be 170 characters or less in length. le will be moved from File listing to Archived lis Active File (4) File Name ABC_Excel_Financial_Statement_2022.xlsx ABC_Excel_Financial_Statement_2023.xlsx ABC_PDF_Company_Profile.pdf ABC_Word_Awards.docx	File Size 39 bytes 39 bytes 27 bytes	for in 6 months.  Category  Financial Statement Financial Statement Company Overview Track Records (e.g. Project showcase,	Archived File (0)  Purpose File to be used for bid submission File to be used for bid submission File to be shared with agency users File to be shared with agency users and to be	Uploaded Date 29 Aug 2023 29 Aug 2023 29 Aug 2023
	S/N 1. 2. 3. 4.	can only be 170 characters or less in length. le will be moved from File listing to Archived lis Active File (4) File Name ABC_Excel_Financial_Statement_2022.xlsx ABC_Excel_Financial_Statement_2023.xlsx ABC_PDF_Company_Profile.pdf ABC_Word_Awards.docx hive Download Edit 2	File Size 39 bytes 39 bytes 27 bytes	for in 6 months.  Category  Financial Statement Financial Statement Company Overview Track Records (e.g. Project showcase,	Archived File (0)  Purpose File to be used for bid submission File to be used for bid submission File to be shared with agency users File to be shared with agency users and to be	Uploaded Date 29 Aug 2023 29 Aug 2023 29 Aug 2023

3. Then select "Category" and/or "Purpose" to change them and click "Done".

EDIT FILE DETA	ILS
These files do not o	ur business documents into this repository and share these files openly to the buying agencies as general information. onstitute as bid submission data in tender, quotation or framework buy. You are required to explicitly attach and t document in each bid submission process.
File Name	ABC_Word_Awards.docx
Category*	Track Records (e.g. Project showcase, Testimonial) 🕶
Purpose*	File to be shared with agency users*
	Cancel Done

## How to use the uploaded file(s) in SFR for bid submission?

1. At the Upload Documents page, select "Get file from your File Repository".

				WELCOME JACKIE
You are responding to				
Quotation - DEVAORETQ23000119	Clos	1 1	1	7
SFR SAMPLE 01	Day		Minute	Seconds
DEV GSC Agency	29	Aug 2023, 0	1:00 PM	
✓ Bid for Items Upload Documents Verify and Submit				Exit Save
UPLOAD DOCUMENTS				
Attach documents to complement your response.				
Maximum file size : 35 MB per file. Maximum file count : No limit.				
13 Supported file types : bmp, csv, docx, gif, jpeg, jpg, pdf, pptx, rtf, tif, txt, xlsx and zi	ip.			
File Name can only contain : Letters of the Alphabets, digits, underscores, hyphens, r		e brackets a	and spaces.	
File Name can only be 170 characters or less in length.				
Do not upload password-protected files.	d to Covernment Pue	are via Mu C		
	d to Government Buy	ers via My S		
Do not upload password-protected files. For faster upload, you may upload business documents that are frequently submitted	d to Government Buy	ers via My S		
Do not upload password-protected files. For faster upload, you may upload business documents that are frequently submitted Example of such files are Track Records, Financial Statements, etc.	d to Government Buy		tuff » Suppl	
Do not upload password-protected files. For faster upload, you may upload business documents that are frequently submitted Example of such files are Track Records, Financial Statements, etc.	<u> </u>		tuff » Suppl	lier File Repository.
Do not upload password-protected files. For faster upload, you may upload business documents that are frequently submitted Example of such files are Track Records, Financial Statements, etc.	<u> </u>		tuff » Suppl	lier File Repository. Add Attachments
Do not upload password-protected files. For faster upload, you may upload business documents that are frequently submitted Example of such files are Track Records, Financial Statements, etc. ATTACHMENTS S/N File Name	<u> </u>		tuff » Suppl	lier File Repository. Add Attachments
Do not upload password-protected files. For faster upload, you may upload business documents that are frequently submitted Example of such files are Track Records, Financial Statements, etc. ATTACHMENTS S/N File Name No attachments available.	<u> </u>		tuff » Suppl	lier File Repository. Add Attachments
Do not upload password-protected files. For faster upload, you may upload business documents that are frequently submitted Example of such files are Track Records, Financial Statements, etc. ATTACHMENTS S/N File Name No attachments available.	<u> </u>		tuff » Suppl	lier File Repository. Add Attachments
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Do not upload password-protected files. For faster upload, you may upload business documents that are frequently submitted Example of such files are Track Records, Financial Statements, etc. ATTACHMENTS S/N File Name No attachments available.	<u> </u>		tuff » Suppl	lier File Repository. Add Attachments
Do not upload password-protected files. For faster upload, you may upload business documents that are frequently submitted Example of such files are Track Records, Financial Statements, etc. ATTACHMENTS S/N File Name No attachments available.	<u> </u>		tuff » Suppl	lier File Repository. Add Attachments

2. In the "Select File" page, select the file to be added to the bid.

# 3. Select "Done".

🗆 S/	N File Name	Date Uploaded to File Repository	File Size
□ <b>1</b> .	ABC_Excel_Financial_Statement_2023.xlsx	29 Aug 2023	39 kB
2.	ABC_Excel_Financial_Statement_2022.xlsx	29 Aug 2023	39 kB

4. The selected file has been attached to the bid submission. Once it is in order, you can click "Next".

JPLOAD DOCUMENTS         Attach documents to complement your response.         Maximum file size : 35 MB per file.         Maximum file count : No limit.         13 Supported file types : bmp, csv, docx, gif, jpeg, jpg, pdf, pptx, rtf, tif, txt, xlsx and zip.         File Name can only contain : Letters of the Alphabets, digits, underscores, hyphens, round brackets, square brackets and spaces.         Sine can only contain : Letters of the Alphabets, digits, underscores, hyphens, round brackets, square brackets and spaces.         File Name can only be 170 characters or less in length.         Do not upload password-protected files.         For faster upload, you may upload business documents that are frequently submitted to Government Buyers via My Stuff » Supplier File Repositor         Example of such files are Track Records, Financial Statements, etc.         ATTACHMENTS         * Add Attachments         * SiN         File Name         File Size	Bid for Items       Upload Documents       Verify and Submit       Exit       Sav         JPLOAD DOCUMENTS         Attach documents to complement your response.         Maximum file size: 35 MB per file.         Vaximum file size: 35 MB per file.         Vaximum file count : No limit.         13 Supported file types : bmp, csv, docx, gif, jpeg, jpg, pdf, pptx, rtf, tif, txt, xlsx and zip.         File Name can only contain : Letters of the Alphabets, digits, underscores, hyphens, round brackets, square brackets and spaces.         File Name can only be 170 characters or less in length.         Do not upload password-protected files.         For faster upload, you may upload business documents that are frequently submitted to Government Buyers via My Stuff » Supplier File Repositor         Example of such files are Track Records, Financial Statements, etc.         ATTACHMENTS       + Get file from your File Repository         • S/N       File Name         1.       ABC_Excel_Financial_Statement_2023.xlsx	<b>&gt;</b> •	ou are responding to uotation - DEVAORETQ23000119 FR SAMPLE 01	Closing <b>338 20 34 5</b> Days Hours Minutes Seconds	8
Attach documents to complement your response.         Maximum file size : 35 MB per file.         Maximum file count : No limit.         I3 Supported file types : bmp, csv, docx, gif, jpeg, jpg, pdf, pptx, rtf, tif, txt, xlsx and zip.         File Name can only contain : Letters of the Alphabets, digits, underscores, hyphens, round brackets, square brackets and spaces.         File Name can only be 170 characters or less in length.         Do not upload password-protected files.         For faster upload, you may upload business documents that are frequently submitted to Government Buyers via My Stuff » Supplier File Repositor         Example of such files are Track Records, Financial Statements, etc.         ATTACHMENTS       + Get file from your File Repository         * Add Attachments         S/N       File Name         1.       ABC_Excel_Financial_Statement_2023.xlsx	Attach documents to complement your response.         Maximum file size : 35 MB per file.         Maximum file count : No limit.         I3 Supported file types : bmp, csv, docx, gif, jpeg, jpg, pdf, pptx, rtf, tif, txt, xlsx and zip.         File Name can only contain : Letters of the Alphabets, digits, underscores, hyphens, round brackets, square brackets and spaces.         File Name can only be 170 characters or less in length.         Do not upload password-protected files.         For faster upload, you may upload business documents that are frequently submitted to Government Buyers via My Stuff » Supplier File Repositor         Example of such files are Track Records, Financial Statements, etc.         ATTACHMENTS       + Get file from your File Repository         * Add Attachments         S/N       File Name         1.       ABC_Excel_Financial_Statement_2023.xlsx	0.00			Sav
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S/N     File Name     File Size       1.     ABC_Excel_Financial_Statement_2023.xlsx     18.35 kB	S/N     File Name     File Size       1.     ABC_Excel_Financial_Statement_2023.xlsx     18.35 kB				
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For any queries, please send your enquiry to <u>support@gebiz.gov.sg</u> or call our service desk at (65) 64827121.