

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.

What is covered in this User Guide?

Contents	Page
How to upload a file to SFR?	
a. Setting the file category and purpose	2-5
b. [New] Configuring the file to be retrieved automatically during bid submission	6-7
c. [New] Uploading a file (Up to 100 MB)	8-9
How to make changes to the uploaded file in SFR?	
a. Change a new file/information within a file (requires re-upload of file)	10-11
b. Change the category, purpose and configuration of a file (edit the uploaded file)	12-13
How to use the uploaded file(s) in SFR for bid submission?	
a. [New] Automatic retrieval of file from SFR	14
b. Get file from SFR	15-18
Contact Us	19

How to upload a file to SFR?

a. Setting the file category and purpose

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

The screenshot shows the GeBIZ homepage with a navigation bar. The 'My Stuff' link is highlighted with a red box and a yellow circle labeled '1'. Below the navigation bar, the 'MY STUFF' section is displayed, containing a list of links and descriptions. The 'Supplier File Repository' link is highlighted with a red box and a yellow circle labeled '2'.

GeBIZ

Home Opportunities Supplier Directory GeBIZ Mall **My Stuff** ABOUT US ANNOUNCEMENTS GETTING STARTED RSS

WELCOME Jackie MESSAGES LOGOUT

MY STUFF

View, track and manage all your opportunities, responses and invoices. Update your personal or company details.

Watchlist View and manage opportunities added to your watchlist.	Invitations View all opportunities that your company has been invited to participate in.	Responses Track your open and closed responses.
Contracting Instruments View and download formal contracts, letters of acceptance or purchase orders issued to you.	Period Contracts View your period contracts.	Invoicing Instructions View and use the information in the invoicing instructions to create your invoices.
Invoices Manage your electronic invoices that are created in GeBIZ.	Credit Notes Create and manage credit notes for your electronic invoices.	Payment Status View payment status of your electronic invoices and credit notes.
My Profile Change your personal profile, password or terminate your account.	Filters Create your own search filters and find opportunities based on your preferences.	Company Admin Change your company details, add/swap your authorised representatives or set up your beneficiaries.
Government Supplier Registration Apply, upgrade or renew your supply heads and track your application status.	Bills View and pay subscription fees billed to you.	Supplier File Repository A repository to manage business documents frequently submitted to Government Buyers.

3. Select “Add File”.

GeBIZ

ABOUT US ANNOUNCEMENTS GETTING STARTED RSS

Home Opportunities Supplier Directory GeBIZ Mall **My Stuff**

WELCOME JACKIE MESSAGES LOGOUT

Home > My Stuff > Supplier File Repository

SUPPLIER FILE REPOSITORY

This page allows you to upload business documents that are frequently submitted to Government Buyers. The file can be configured to share to Government Buyers under company profile, submitted during bidding or both. Example of such files are Track Records, Financial Statements etc.

Maximum file size: 100 MB per file

Maximum file count: 50

Supported file types bmp, csv, docx, gif, jpeg, jpg, pdf, pptx, rtf, tif, txt, xlsx, 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.

Archived file will be moved from File listing to Archived listing and keep for in 6 months.

Active File (0) **Archived File (0)**

3 **+ Add File**

S/N	File Name	File Size	Category	Purpose	Uploaded Date
No records.					

First Previous Next Last

Records Per Page: 10

Rate this e-service

4. In the “Add File” page, select Category.

FILE DETAILS

You may upload your business documents into this repository and share these files openly to the buying agencies as general information. These files do not constitute as bid submission data in tender, quotation or framework buy. You are required to submit the relevant documents in each bid submission process.

Category*

Purpose*

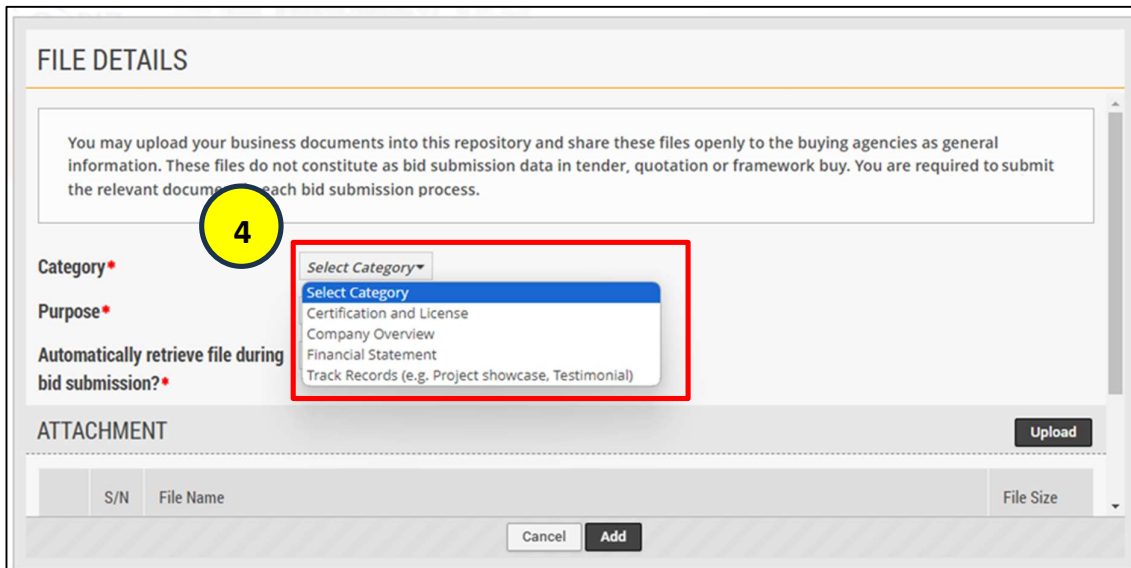
Automatically retrieve file during bid submission?*

ATTACHMENT

Upload

S/N	File Name	File Size
-----	-----------	-----------

Cancel Add



5. Then select the Purpose.

FILE DETAILS

You may upload your business documents into this repository and share these files openly to the buying agencies as general information. These files do not constitute as bid submission data in tender, quotation or framework buy. You are required to submit the relevant document in each bid submission process.

Category* Company Overview

Purpose* 5 Select Purpose

Automatically retrieve file during bid submission?*

ATTACHMENT

Upload

S/N	File Name	File Size
-----	-----------	-----------

Cancel Add

Note

- For “Files to be shared with agency users”, these are files that contain information that you may wish to share with Whole of Government (WOG) 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.

b. [New] Configuring the file to be retrieved automatically during bid submission

6. With the purpose of file to be used for bid submission, configure the file to be retrieved automatically during the bid submission by selecting “Yes”.

FILE DETAILS

You may upload your business documents into this repository and share these files openly to the buying agencies as general information. These files do not constitute as bid submission data in tender, quotation or framework buy. You are required to explicitly attach and submit the relevant document in each bid submission process.

Category*

Company Overview*

Purpose*

File to be shared with agency users and to be used for bid submission*

Automatically retrieve file during bid submission?*

No

No

Yes

ATTACHMENT

Upload

S/N	File Name	File Size
	Delete	
No records.		
		Records Per Page: 10

Cancel

Add

7. Then choose either “All agencies” or “Selected agencies (Up to 15 agencies)”.

FILE DETAILS

You may upload your business documents into this repository and share these files openly to the buying agencies as general information. These files do not constitute as bid submission data in tender, quotation or framework buy. You are required to explicitly attach and submit the relevant document in each bid submission process.

Category*

Purpose*

Automatically retrieve bid submission?*

Upload files for following agency* ☒ All agencies ☐ Selected agencies (up to 15 agencies)

ATTACHMENT

S/N	File Name	File Size
<input type="button" value="Delete"/>		

No records

Note

- *Once configured, the file(s) will be retrieved automatically during bid submission*
- *You can verify and manage the retrieved file(s) attached to the bid during the bid submission.*

c. [New] Uploading a file (Up to 100 MB)

8. Select “Upload” and choose the file (s) to upload

FILE DETAILS

You may upload your business documents into this repository and share these files openly to the buying agencies as general information. These files do not constitute as bid submission data in tender, quotation or framework buy. You are required to explicitly attach and submit the relevant document in each bid submission process.

Category*

Purpose*

Automatically retrieve file during bid submission?*

Upload files for following agency* ☒ All agencies ☐ Selected agencies (up to 15 agencies)

ATTACHMENT

S/N	File Name	File Size
<div>Drag and drop files here or click here to begin upload</div> <div>Maximum file size: 100 MB</div>		

9. Choose the file (s) to upload

LOAD ATTACHMENT

Drag and drop files here or click here to begin upload

Maximum file size: 100 MB

Note

- From 15 Apr 2025 onwards, you can upload file that is up to 100 MB to SFR and use it for your bid submission

10. Click “Add”.

FILE DETAILS

You may upload your business documents into this repository and share these files openly to the buying agencies as general information. These files do not constitute as bid submission data in tender, quotation or framework buy. You are required to explicitly attach and submit the relevant document in each bid submission process.

Category*

Company Overview*

Purpose*

File to be used for bid submission*

Automatically retrieve file during bid submission?*

Yes ▾

Upload files for following agency *

☒ All agencies ☐ Selected agencies (up to 15 agencies)

ATTACHMENT

Upload

	S/N	File Name	File Size
<input type="radio"/>	1.	ABC_PDF_Company_Profile.pdf	178.02 kB
<input type="button" value="Delete"/>			

Cancel

Add

Note

- *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”.

GeBIZ

ABOUT US ANNOUNCEMENTS GETTING STARTED RSS

Home Opportunities Supplier Directory GeBIZ Mall **My Stuff**

WELCOME JACKIE MESSAGES LOGOUT

Home > My Stuff > Supplier File Repository

SUPPLIER FILE REPOSITORY

This page allows you to upload business documents that are frequently submitted to Government Buyers. The file can be configured to share to Government Buyers under company profile, submitted during bidding or both. Example of such files are Track Records, Financial Statements etc.

Maximum file size: 100 MB per file

Maximum file count: 50

Supported file types bmp, csv, docx, gif, jpeg, jpg, pdf, pptx, rtf, tif, txt, xlsx, 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.

Archived file will be moved from File listing to Archived listing and keep for in 6 months.

Active File (5) Archived File (0) [+ Add File](#)

	S/N	File Name	File Size	Category	Purpose	Uploaded Date
<input checked="" type="radio"/>	1.	ABC_Excel_Financial_Statement_2021.xlsx	7.8 kB	Financial Statement	File to be used for bid submission *	16 Dec 2024
<input type="radio"/>	2.	ABC_Excel_Financial_Statement_2022.xlsx	7.8 kB	Financial Statement	File to be used for bid submission *	16 Dec 2024
<input type="radio"/>	3.	ABC_Excel_Financial_Statement_2023.xlsx	7.8 kB	Financial Statement	File to be used for bid submission *	16 Dec 2024
<input type="radio"/>	4.	ABC_PDF_Company_Profile.pdf	178.02 kB	Company Overview	File to be shared with agency users and to be used for bid submission *	16 Dec 2024
<input type="radio"/>	5.	ABC_Word_Awards.docx	11.08 kB	Track Records (e.g. Project showcase, Testimonial)	File to be shared with agency users	16 Dec 2024

[Archive](#) [Download](#) [Edit](#)

Showing 1-5 of 5 records.

First Previous Next Last

Records Per Page: 10

[Rate this e-service](#)

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

SUPPLIER FILE REPOSITORY

This page allows you to upload business documents that are frequently submitted to Government Buyers. The file can be configured to share to Government Buyers under company profile, submitted during bidding or both. Example of such files are Track Records, Financial Statements etc.

Maximum file size: 100 MB per file

Maximum file count: 50

Supported file types bmp, csv, docx, gif, jpeg, jpg, pdf, pptx, rtf, tif, txt, xlsx, 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.

Archived file will be moved from File listing to Archived listing **3** in 6 months.

Active File (4) **Archived File (1)**

S/N	File Name	File Size	Category	Purpose	Uploaded Date
1.	ABC_Excel_Financial_Statement_2021.xlsx	7.8 kB	Financial Statement	File to be used for bid submission	16 Dec 2024

Showing 1-1 of 1 record.

First Previous Next Last

Records Per Page: 10 ▼

[Rate this e-service](#)

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

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

1. Select the File.
2. Click “Edit”.

GeBIZ

ABOUT US ANNOUNCEMENTS GETTING STARTED RSS

Home Opportunities Supplier Directory GeBIZ Mall **My Stuff**

WELCOME JACKIE MESSAGES LOGOUT

Home > My Stuff > Supplier File Repository

SUPPLIER FILE REPOSITORY

This page allows you to upload business documents that are frequently submitted to Government Buyers. The file can be configured to share to Government Buyers under company profile, submitted during bidding or both. Example of such files are Track Records, Financial Statements etc.

Maximum file size: 100 MB per file

Maximum file count: 50

Supported file types bmp, csv, gif, jpeg, jpg, pdf, pptx, rtf, tif, txt, xlsx, 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.

Archived file will be moved from File listing to Archived listing and keep for in 6 months.

Active File (4)				Archived File (1)		
+ Add File						
S/N	File Name	File Size	Category	Purpose	Uploaded Date	
<input type="radio"/>	1. ABC_Excel_Financial_Statement_2022.xlsx	7.8 kB	Financial Statement	File to be used for bid submission *	16 Dec 2024	
<input type="radio"/>	2. ABC_Excel_Financial_Statement_2023.xlsx	7.8 kB	Financial Statement	File to be used for bid submission *	16 Dec 2024	
<input checked="" type="radio"/>	3. ABC_PDF_Company_Profile.pdf	178.02 kB	Company Overview	File to be shared with agency users and to be used for bid submission *	16 Dec 2024	
<input type="radio"/>	4. ABC_Word_Awards.docx	11.08 kB	Track Records (e.g. Project showcase, Testimonial)	File to be shared with agency users	16 Dec 2024	

Archive Download **Edit**

Showing 1-4 of 4 records.

First Previous Next Last

Records Per Page: 10 ▼

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3. Then edit the file details and click “Done”.

EDIT FILE DETAILS

You may upload your business documents into this repository and share these files openly to the buying agencies as general information. These files do not constitute as bid submission data in tender, quotation or framework buy. You are required to explicitly attach and submit the relevant document in each bid submission process.

File Name [ABC_PDF_Company_Profile.pdf](#)

Category* Company Overview

Purpose* File to be shared with agency users and to be used for bid submission

Automatically retrieve file during bid submission?* Yes

Upload files for following agency* ☐ All agencies ☒ Selected agencies (up to 15 agencies)

Selected Agencies (up to 15 agencies)* 2 Items Selected

- Ministry of Finance-Accountant-General's Department
- Ministry of Finance-Ministry Headquarter

Cancel Done

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

a. [New] Automatic retrieval of file from SFR

1. Upon landing on the Upload Documents page for the 1st time, the system will retrieve the file based on your SFR configuration. You may remove the file(s) that are not applicable from this page.

GeBIZ

WELCOME JACKIE

You are responding to

Tender - DEVGSCETT2400033

SFR SAMPLE 02

DEV GSC Agency

Closing

13 Days 8 Hours 27 Minutes 25 Seconds

30 Dec 2024, 12:00 AM

✓ 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.

15 Supported file types : bmp, csv, docx, dwg, dxf, 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 Repository. Example of such files are Track Records, Financial Statements, etc.

✓ The following file(s) have been added automatically based on your SFR configuration. Please remove those files that are not applicable for this bid submission.

ABC_Excel_Financial_Statement_2022.xlsx

ABC_Excel_Financial_Statement_2023.xlsx

ATTACHMENTS

+ Get file from your File Repository + Add Attachments

S/N	File Name	File Size
1.	ABC_Excel_Financial_Statement_2022.xlsx	7.80 kB
2.	ABC_Excel_Financial_Statement_2023.xlsx	7.80 kB

Download Remove

< Prev Next >

b. Get file from SFR

2. At the Upload Documents page, select “Get file from your File Repository”.

GeBIZ

WELCOME JACKIE

You are responding to

Tender - DEVGSCETT2400033

SFR SAMPLE 02

DEV GSC Agency

Closing

13 Days 8 Hours 27 Minutes 25 Seconds

30 Dec 2024, 12:00 AM

✓ 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.

15 Supported file types : bmp, csv, docx, dwg, dxf, 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.

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For faster upload, you may upload business documents that are frequently submitted to Government Buyers via My Stuff » Supplier File Repository. Example of such files are Track Records, Financial Statements, etc.

▼ The following file(s) have been added automatically based on your SFR configuration. Please remove those files that are not applicable for this bid submission.

ABC_Excel_Financial_Statement_2022.xlsx

ABC_Excel_Financial_Statement_2023.xlsx

ATTACHMENTS

+ Get file from your File Repository + Add Attachments

<input type="checkbox"/>	S/N	File Name	File Size
<input type="checkbox"/>	1.	ABC_Excel_Financial_Statement_2022.xlsx	7.80 kB
<input type="checkbox"/>	2.	ABC_Excel_Financial_Statement_2023.xlsx	7.80 kB

Download Remove

< Prev Next >

Note

- File uploaded by using “Add attachments” has a max file size of 35mb while using “Get file from your File Repository” has a max file size of 100mb

3. In the “Select File” page, select the file to be added to the bid.

4. Select “Done”.

SELECT FILE

You are about to add a file from your File Repository to your bid submission. Please ensure this file is up to date.

Files marked with red asterisk * are configured to be uploaded to the agency's notice.

<input type="checkbox"/>	S/N	File Name	Date Uploaded to File Repository	File Size
<input type="checkbox"/>	1.	ABC_Excel_Financial_Statement_2022.xlsx *	16 Dec 2024	7.80 kB
<input checked="" type="checkbox"/>	2.	ABC_Excel_Financial_Statement_2023.xlsx *	16 Dec 2024	7.80 kB
<input checked="" type="checkbox"/>	3.	ABC_PDF_Company_Profile.pdf	16 Dec 2024	178.02 kB

Showing 1-3 of 3 records.

Close **Done**

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

GeBIZ

WELCOME JACKIE

You are responding to

Tender - DEVGSCETT24000033

SFR SAMPLE 02

DEV GSC Agency

Closing

13 8 27 25
Days Hours Minutes Seconds

30 Dec 2024, 12:00 AM

✓ 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.

15 Supported file types : bmp, csv, docx, dwg, dxf, 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 Repository. Example of such files are Track Records, Financial Statements, etc.

✓ The following file(s) have been added automatically based on your SFR configuration. Please remove those files that are not applicable for this bid submission.

ABC_Excel_Financial_Statement_2022.xlsx
ABC_Excel_Financial_Statement_2023.xlsx

ATTACHMENTS

+ Get file from your File Repository + Add Attachments

<input type="checkbox"/>	S/N	File Name	File Size
<input type="checkbox"/>	1.	ABC_Excel_Financial_Statement_2022.xlsx	7.80 kB
<input type="checkbox"/>	2.	ABC_Excel_Financial_Statement_2023.xlsx	7.80 kB

Download Remove

5

< Prev Next >

Note

- You can also attach any file(s) for the bid submission by selecting “+ Add Attachments”.

6. In the “Verify and Submit” tab, you can verify the file(s) attached to the bid before your submission. Once confirmed, click “Submit”.

✓ Bid for Items > ✓ Upload Documents > **Verify and Submit** 6 Exit Save

VERIFY AND SUBMIT

Check the information you entered, add a supplier contact person, and submit your response.

Print

MANDATORY ITEMS

Expand All Collapse All

> Item No. 1	Item A (Non-Expandable / M)	12.00 (SGD)
--------------	-----------------------------	-------------

Total: 12.00 (SGD)
Exclusive of GST

DOCUMENTS

Edit

For faster upload, you may upload business documents that are frequently submitted to Government Buyers via My Stuff » Supplier File Repository. Example of such files are Track Records, Financial Statements, etc.

- ABC_Excel_Financial_Statement_2023.xlsx (XLSX, 7.80 kB)
- ABC_PDF_Company_Profile.pdf (PDF, 178.02 kB)
- DEVGSCETT23000033.pdf (PDF, 178.02 kB)

Show 10 per page First Prev 1 Go of 1 Next Last

Download All

< Prev 6 Submit >

7. Congratulations! You have successfully uploaded a file in SFR and attached it for your bid submission. You should see the green box stating that your response has been submitted – All the Best!

The screenshot displays the GeBIZ 2.0 web interface. At the top, there is a header with the GeBIZ logo and a city skyline. Below the header is a navigation bar with links: Home, Opportunities, Supplier Directory, GeBIZ Mail, and My Stuff. A secondary navigation bar shows 'WELCOME JACKIE' and links for 'MESSAGES' and 'LOGOUT'. The main content area features a green confirmation box with a yellow circle containing the number '7'. The text inside the box reads: 'Your response has been submitted. All the Best!'. Below this box, there is a paragraph of text: 'We have sent an email to paolo.fm@ebiz.dsta as an acknowledgement of your submission. We will notify you when there are changes to the quotation and when the quotation award result is published. For faster upload, you may want to upload the business documents that you have attached during your submission into your File Repository. Example of such files are Track Records, Financial Statements, etc. Click [here](#) to upload or access from My Stuff » Supplier File Repository.' A 'Print' button is located to the right of this text. Below the text, there is a table with submission details.

Response Submission Date	29 Aug 2023, 04:27 PM Singapore Time
Response No.	2300000563
Quotation Title	SFR SAMPLE 01
Agency	DEV GSC Agency

Contact Us

For any queries, please send your enquiry to support@gebiz.gov.sg or call our service desk at (65) 64827121.