



Login User Guide

A guide to log into Vendors@Gov portal.

Vendors@Gov Log In User Guide

Select your entity type:

1. For UEN Registered Company/ Organisation

This login method is applicable to UEN registered vendors who are transacting as a Company/ Organisation, Sole Proprietors, or Societies.

2. For Foreign Company/ Organisation without UEN

This login method is applicable to non-UEN registered vendors who are transacting as a Foreign Company/ Organisation.

3. For Individuals with SingPass

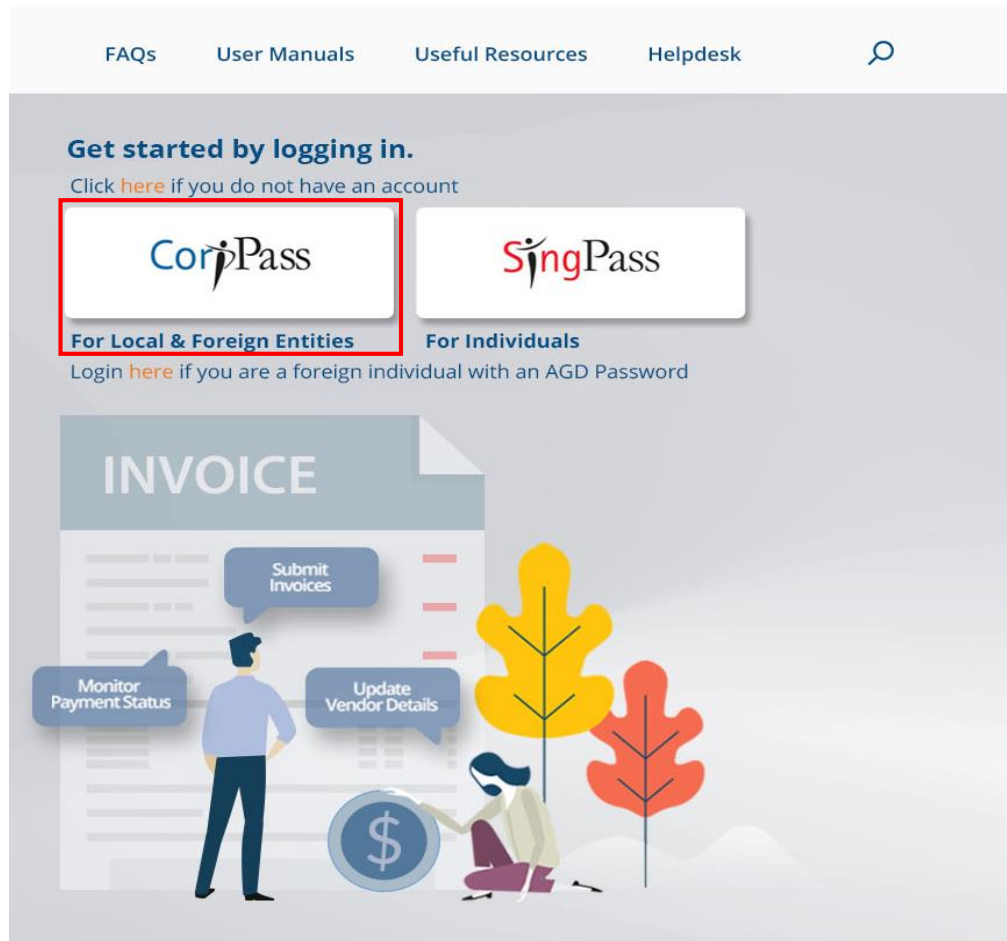
This login method is applicable to vendors who are transacting as an individual for your personal payment matters (e.g. freelancers).

4. For Foreign Individuals with AGD Password

This login method is applicable to vendors who are transacting as an individual for your personal payment matters (e.g. freelancers) but are not eligible for SingPass.

1. Login for UEN Registered Company/ Organisation

This login method is applicable to UEN registered vendors who are transacting as a Company/ Organisation, Sole Proprietors, or Societies.



NOTE

Your organisation will first need to register for CorpPass to access Vendors@Gov.

For more information on CorpPass registration, please [click here](#).

Step 1 – Select CorpPass option to login to Vendors@Gov.

1. Login for UEN Registered Company/ Organisation

This login method is applicable to UEN registered vendors who are transacting as a Company/ Organisation, Sole Proprietors, or Societies.

The screenshot shows the CorpPass login interface. At the top, a red banner contains the text: "Upcoming Scheduled Maintenance" and "The CorpPass system will be undergoing scheduled maintenance to serve you better and will not be available on 17 Mar 2019, from 12am to 9am. For enquiries, please email support@corppass.gov.sg. Thank you." Below this, the heading "Log in with CorpPass" is displayed. The main login area contains three input fields: "UEN/ENTITY ID", "CORPPASS ID", and "Password". These three fields are grouped together and enclosed in a red rectangular box. Each field has a red information icon (i) to its right. Below the input fields is a checkbox labeled "Remember Entity ID" with a red information icon to its right. Underneath the checkbox is the text "Forgot [Entity / CorpPass ID](#) or [Password](#)". At the bottom of the login area are two buttons: a "Cancel" button and a "Login ▶" button, which is highlighted with an orange rectangular box. At the very bottom of the page, there is a link that says "Don't have a CorpPass Account? [Get Started](#)".

Step 2 – Enter your CorpPass login details (UEN/ Entity ID, CorpPass ID and Password), then click 'Login'.

1. Login for UEN Registered Company/ Organisation

This login method is applicable to UEN registered vendors who are transacting as a Company/ Organisation, Sole Proprietors, or Societies.



Please select an account to proceed into Vendors@Gov

[illegible]

Logout

Continue



This step is only applicable to users who have been assigned to transact with multiple vendor IDs on behalf of your organisation.

Step 3 – Select the ‘Vendor ID/account’ you would like to access and click ‘Continue’ to login.

CorpPass Registration Guide for UEN Registered Entity

Step 1: Register for CorpPass and set up CorpPass Admin account

After obtaining a UEN from a UEN issuance agency, the Registered Officer (RO) of your entity will have to login to [CorpPass](#) to **nominate CorpPass Administrator account(s)**. RO is the person officially registered under your entity with the UEN issuance agency. Examples include the Owner, Partner, Director and Corporate Secretary. ROs can also appoint themselves as CorpPass Administrators and **register for CorpPass Administrator accounts** to transact on behalf of their entity. To find out who your RO is, you may approach the UEN issuance agency that your entity is registered with.

Alternatively, the CorpPass Administrator (who is not the RO) can register for a CorpPass Administrator account and send an Online Approval request to the RO or upload a Letter of Authorisation. Please refer to the [User Guide](#).

Note: Each entity can have a **maximum of 2 CorpPass Administrators**.

For more information on getting started with CorpPass, please [click here](#).

Step 2: Create CorpPass User account & set up Vendors@Gov e-service

The CorpPass Administrator is responsible for managing CorpPass User accounts and government e-service access for the entity.

For a guide on how CorpPass Administrator can create a CorpPass User account, please [click here](#).

To create CorpPass User accounts for non-SingPass employees, please select “Foreign ID” under Identity Type and the respective Country of Issuance (see page 11 of guide).

CorpPass Registration Guide for UEN Registered Entity

Step 2: Create CorpPass User account & set up Vendors@Gov e-service (continued)

For a guide on how CorpPass Administrator can set up and assign the Vendors@Gov e-service, please [click here](#).

An important point to note is for Page 8,

- If your entity has Vendor ID(s) that is not UEN, please indicate all the Vendor ID(s), including your UEN if it is also a Vendor ID (i.e. you have a Vendors@Gov account under your UEN)
- If your entity has only 1 Vendor ID, and the Vendor ID is UEN, please leave the Vendor ID field **blank**.

Govt Agency	e-Service	Additional Agency Check	Additional Details Required
 ACCOUNTANT-GENERAL'S DEPARTMENT (AGD)	VENDORS@GOV - VENDORS ELECTRONIC INVOICES TO GOVERNMENT		

ACCOUNTANT-GENERAL'S DEPARTMENT (AGD) - VENDORS@GOV - VENDORS ELECTRONIC INVOICES TO GOVERNMENT

Vendor ID







 Add New

CorpPass Registration Guide for UEN Registered Entity

Step 3: Activate CorpPass User accounts

For SingPass holders

After your CorpPass Administrator creates your CorpPass User account, you are required to activate the account by setting up your CorpPass ID and password. During this process, you will be required to log in via SingPass to verify your identity. Please [click here](#) for a PDF guide.

For non-SingPass holders

After your CorpPass Administrator creates your CorpPass User account, you are required to activate the account by setting up your CorpPass ID and password through an email verification. Please [click here](#) for a PDF guide.

Next, please set up your **CorpPass 2FA**, a mobile application for foreigners without SingPass, and is required for every CorpPass login, for enhanced security of use. Please [click here](#) for a PDF guide.

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3. For Individuals with SingPass

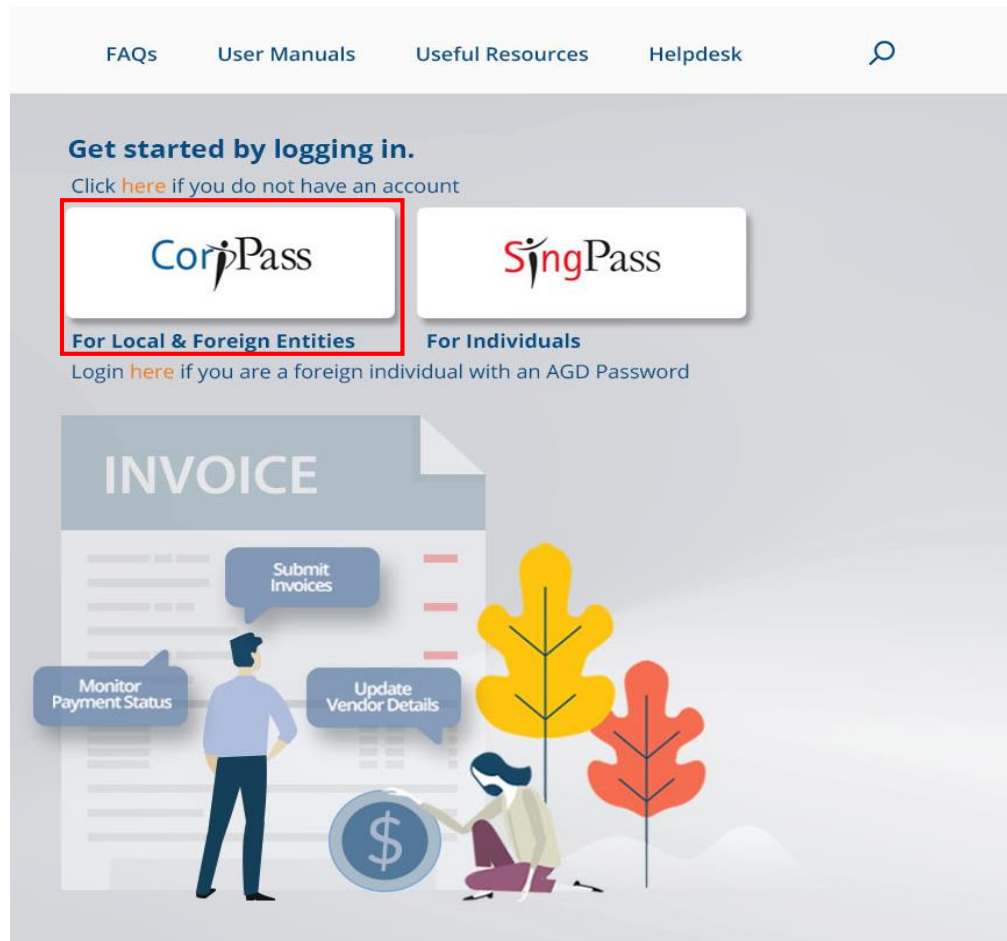
This login method is applicable to vendors who are transacting as an individual for your personal payment matters (e.g. freelancers).

4. For Individuals with AGD Password

This login method is applicable to vendors who are transacting as an individual for your personal payment matters (e.g. freelancers) but are not eligible for SingPass.

2. Login for Foreign Company/ Organisation without UEN

This login method is applicable to non-UEN registered vendors who are transacting as a Foreign Company/ Organisation.



Your organisation will first need to register for CorpPass to access Vendors@Gov.

For more information on CorpPass registration, please [click here](#) for Guide.

Step 1 – Select CorpPass option to login Vendors@Gov.

2. Login for Foreign Company/ Organisation without UEN

This login method is applicable to non-UEN registered vendors who are transacting as a Foreign Company/ Organisation.

Upcoming Scheduled Maintenance

The CorpPass system will be undergoing scheduled maintenance to serve you better and will not be available on 17 Mar 2019, from 12am to 9am. For enquiries, please email support@corppass.gov.sg. Thank you.

Log in with CorpPass

UEN/ENTITY ID

CORPPASS ID

Password

☐ Remember Entity ID

Forgot [Entity / CorpPass ID](#) or [Password](#)

Cancel

Login ▶

Don't have a CorpPass Account?

[Get Started](#)

Step 2 – Enter your CorpPass login details (UEN/ Entity ID, CorpPass ID and Password), then click 'Login'.

2. Login for Foreign Company/ Organisation without UEN

This login method is applicable to non-UEN registered vendors who are transacting as a Foreign Company/ Organisation.



Please select an account to proceed into Vendors@Gov

[illegible]

Logout

Continue



This step is only applicable to users who have been assigned to transact with multiple vendor IDs on behalf of your organisation.

Step 3 – Select the ‘Vendor ID/account’ you would like to access and click ‘Continue’ to login.

CorpPass Registration Guide for Non-UEN Registered Entity

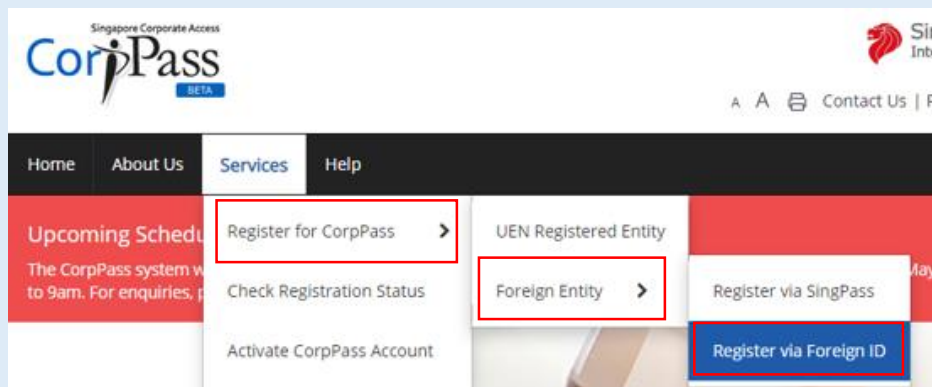
Step 1: Register with CorpPass

Prepare the following documents in soft copy (PDF, JPEG or PNG format) for registration:

1. Business Registration Document, which must indicate:
 - Entity Registration Number
 - Entity Name
 - Date of Incorporation
 - Country of Incorporation
 - Registered Address
 - Office Contact Number
2. Personal Identification Document, such as passport, driver's licence or national identity card

Register as CorpPass Admin

- Go to <https://www.corppass.gov.sg/corppass/registration/nonuen/nonsingpass>



CorpPass Registration Guide for Non-UEN Registered Entity

Step 1: Register with CorpPass (continued)

Important Note

Please ensure that the information provided in the registration page is consistent with the documents submitted.

Where supporting documents are not in English, the original document must be submitted together with a translated copy of the document in English that has been certified by the embassy of the country that issued the document, or notarised by a notary public in Singapore or in the country that issued the document.

Your registration may take 5 to 10 working days to be processed.

More information can be found [here](#).

CorpPass Registration Guide for Non-UEN Registered Entity

Step 2: Grant Users Access to Vendors@Gov and Set Up

Set up Vendors@Gov e-Service at CorpPass home page

- Login to [CorpPass home page](#), click on 'e-Service Access' tab and then 'Select Entity's e-Services'
- Search for Vendors@Gov e-Service, select it and click 'Next'
- **Indicate all existing Vendor IDs (e.g. Y123456), if applicable**
- Review and submit

The screenshot displays the CorpPass interface for setting up Vendors@Gov e-Service. On the left, a table lists available e-services. The first entry is 'ACCOUNTANT-GENERAL'S DEPARTMENT (AGD) - VENDORS@GOV - VENDORS ELECTRONIC INVOICES TO GOVERNMENT', which is highlighted. To the right of this table, there is a form titled 'ACCOUNTANT-GENERAL'S DEPARTMENT (AGD) - VENDORS@GOV - VENDORS ELECTRONIC INVOICES TO GOVERNMENT'. This form contains a section for 'Vendor ID' with three input fields, each containing a sample ID: '1234567', '1234568', and '1234569'. Each input field has a red trash icon to its right. Below the input fields is a button labeled 'Add New'.

Govt Agency	e-Service	Additional Agency Check	Additional Details Required
ACCOUNTANT-GENERAL'S DEPARTMENT (AGD)	VENDORS@GOV - VENDORS ELECTRONIC INVOICES TO GOVERNMENT		

ACCOUNTANT-GENERAL'S DEPARTMENT (AGD) - VENDORS@GOV - VENDORS ELECTRONIC INVOICES TO GOVERNMENT

Vendor ID

1234567

1234568

1234569

Add New

Important Note

Please email the following to AGD [CorpPass_For_Vendors@agd.gov.sg], so that AGD can do the vendor mapping at Vendors@Gov:

- Entity ID (provided by CorpPass upon registration, e.g. C12345678X)
- Other existing Vendor IDs (e.g. Y123456)

CorpPass Registration Guide for Non-UEN Registered Entity

Step 2: Grant Users Access to Vendors@Gov and Set Up (continued)

Create CorpPass User accounts for other employees (if required)

- For a guide on how CorpPass Administrator can create a CorpPass User account, please click [here](#).
- Note: Select “Foreign ID” under Identity Type and the respective Country of Issuance

CorpPass Admin to Assign Vendors@Gov e-Service to Users

- Click on ‘e-Service Access’ tab and then ‘Assign selected e-Services’
- Select the CorpPass user account(s) that you would like to assign the same Vendor ID to, then click ‘Next’
- Select the Vendors@Gov e-Service, then click ‘Next’
- Select the relevant Vendor ID to be assigned to the selected users, then click ‘Next’
- Review and submit

Step 3: Activate CorpPass User accounts

- CorpPass users have to set up **CorpPass 2A (mobile app)**
- Please click [here](#) for a PDF guide on how to activate account and click [here](#) on how to set up CorpPass 2FA.

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3. For Individuals with SingPass

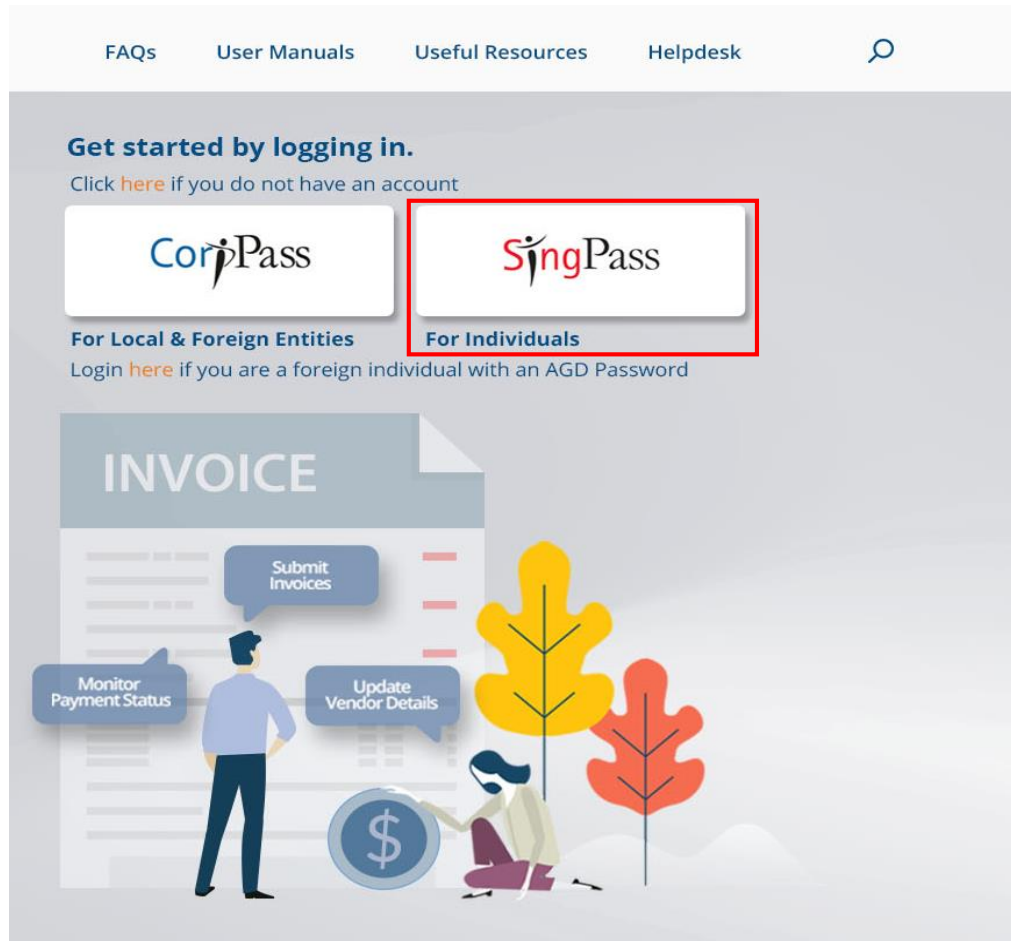
This login method is applicable to vendors who are transacting as an individual for your personal payment matters (e.g. freelancers).

4. For individuals with AGD Password

This login method is applicable to vendors who are transacting as an individual for your personal payment matters (e.g. freelancers) but are not eligible for SingPass.

3. Login for Individuals with SingPass

This login method is applicable to vendors who are transacting as an individual for your personal payment matters (e.g. freelancers).



Step 1 – Select SingPass option to login to Vendors@Gov.

3. Login for Individuals with SingPass

This login method is applicable to vendors who are transacting as an individual for your personal payment matters (e.g. freelancers).

Upcoming Scheduled Maintenance

The SingPass system will be undergoing scheduled maintenance to serve you better and will not be available on 17 Mar 2019, from 12am to 8am. Please plan your transactions in advance. Thank you for your understanding.

Singapore Personal Access
SingPass

Singapore Government
Integrity • Service • Excellence

[Contact Us](#) | [Feedback](#) | [Sitemap](#) | [FAQ](#)

Click here to log in with SingPass Mobile app

Log in

SingPass ID

Password

Cancel Login

[Forgot SingPass ID or password?](#)

Don't have an account? [Register now](#)

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Step 2 – Enter your SingPass login details (SingPass ID and Password), then click 'Login'.

Vendors@Gov Log In User Guide

Select your entity type:

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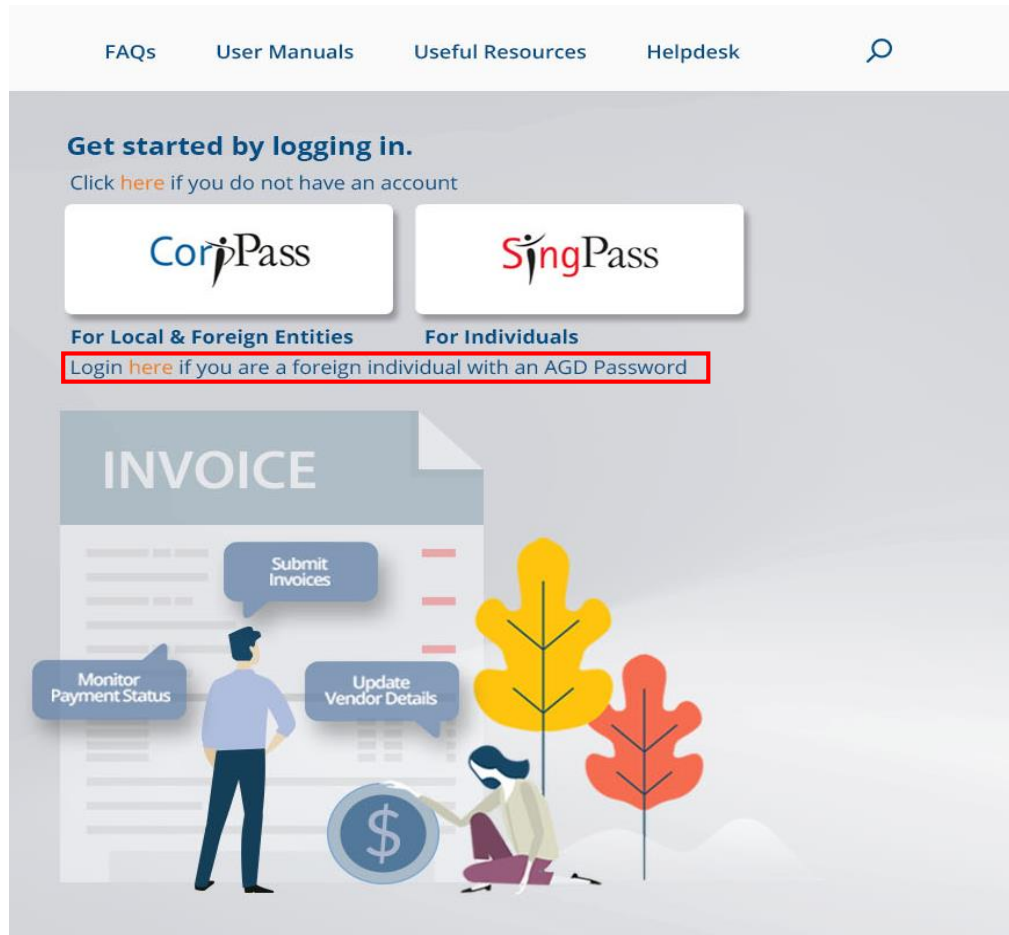
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4. Login for Individuals with AGD Password

This login method is applicable to vendors who are transacting as an individual for your personal payment matters (e.g. freelancers) but are not eligible for Singpass.



Step 1 – Click on ‘here’ under ‘Login here if you are a foreign individual with an AGD password’ to login Vendors@Gov.

NOTE

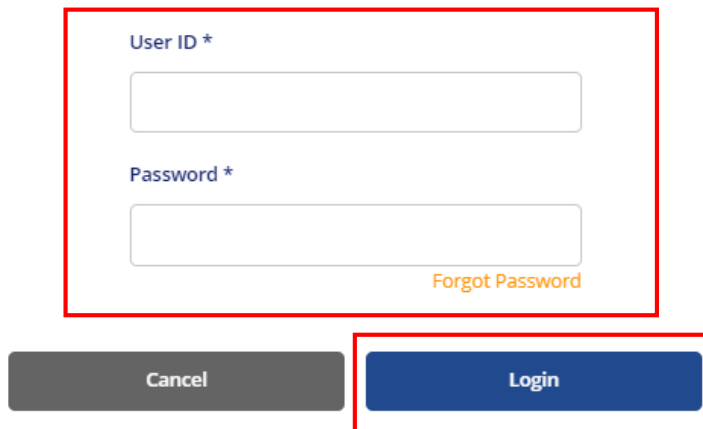
If you are a foreign individual who is not eligible for SingPass, please fill in the AGD password application form [here](#) and submit it through AGD Helpdesk.

4. Login for Individuals with AGD Password

This login method is applicable to vendors who are transacting as an individual for your personal payment matters (e.g. freelancers) but are not eligible for Singpass.

Log in for Foreign Individuals

This AGD Password option is only applicable for foreign individuals without SingPass.



The screenshot shows a login interface for foreign individuals. It includes a title 'Log in for Foreign Individuals', a descriptive note, and a form with two input fields: 'User ID *' and 'Password *'. A 'Forgot Password' link is located below the password field. At the bottom, there are two buttons: 'Cancel' and 'Login'. Red rectangular boxes are drawn around the input fields and the 'Login' button to highlight them.

User ID *

Password *

[Forgot Password](#)

Cancel Login

Step 2 – Enter your login details (User ID and Password), then click 'Login'.

4. Login for Individuals with AGD Password

This login method is applicable to vendors who are transacting as an individual for your personal payment matters (e.g. freelancers) but are not eligible for Singpass.

Log in for Foreign Individuals

This AGD Password option is only applicable for foreign individuals without SingPass.

User ID *

Password *

[Forgot Password](#)

Cancel

Login



NOTE

If you have forgotten your password, you may click on 'Forgot password'.

- END -