



Vendor Record User Guide

A guide to create, view and update vendor record details at Vendors@Gov.

Vendor Record User Guide

Select the topics below to learn more about:

1. Create Vendor Record

New vendors will be directed to 'Create New Vendor' page to create a vendor record.

2. View/ Update Vendor Record Details

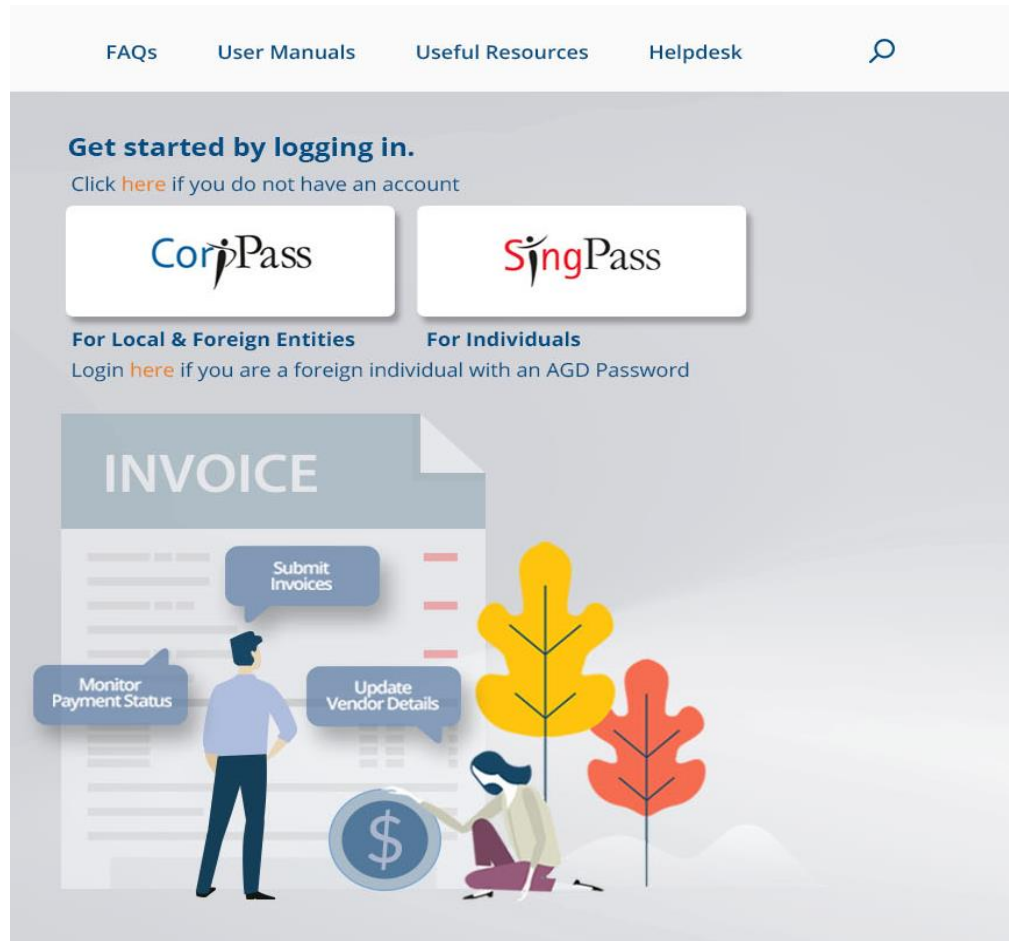
Existing vendor may navigate to 'Update Vendor Details' to update your name, contact, GST registration and bank details.

3. Vendor Record Status

Vendor record status include Approved, Unapproved, Inactive, Submitted.

1. Create Vendor Record

- If you are a new vendor, you will be directed to '**Create New Vendor**' page.
- For existing vendor, please navigate to '**Update Vendor Details**' to view or update your vendor record details.



Step 1 - Login to Vendors@Gov portal (www.vendors.gov.sg).

For more information on how to login, please refer to '[Vendors@Gov Login User Guide](#)'.

1. Create Vendor Record

- If you are a new vendor, you will be directed to 'Create New Vendor' page.
- For existing vendor, please navigate to 'Update Vendor Details' to view or update your vendor record details.

Vendor Profile

Vendor ID 	Vendor Name * <input type="text"/>	Vendor Record Status Approved
------------------------------------------------------------------------------------------------	---------------------------------------	----------------------------------

Step 2 – Enter your vendor record name and contact details.

1 Vendor ID is not editable.

The vendor ID may appear incorrectly if you have selected the wrong login option.

Company/ Organisation

- **UEN Registered Entity** – The vendor ID will be your organization's UEN.
- **Foreign Entity** – The vendor ID will be your CorpPass Entity ID/ GeBIZ trading partner reference.

Individual

- **NRIC/ FIN Holder** – The vendor ID will be your NRIC/ FIN.
- **Non-NRIC/ FIN Holder** – The vendor ID will be your passport number.

1. Create Vendor Record

- If you are a new vendor, you will be directed to 'Create New Vendor' page.
- For existing vendor, please navigate to 'Update Vendor Details' to view or update your vendor record details.

Vendor Profile

Vendor ID



Vendor Name *

Vendor Record Status

Approved

2 Enter your entity name.

Name provided must be identical to your entity's registered name.

Company/ Organisation

- **UEN Registered Entity** – Please enter your ACRA/ UEN registered name. Letters and dots in your registered name, if any, such as 'LLP' or PTE. LTD.', must be included.
- **Non-UEN Registered Entity** – Your company name will be auto-populated according to your CorpPass registered name.

Individual

- **NRIC/ FIN Holder** – Please enter your NRIC/ FIN registered name. Commas, if any, should be included, while aliases (Eg: hanyu pinyin names) should be excluded.
- **Non-NRIC/ FIN Holder** – Please enter your passport registered name.

If the characters of your entity name exceed the first line, you may continue to enter the name at the second line.

1. Create Vendor Record

- If you are a new vendor, you will be directed to '**Create New Vendor**' page.
- For existing vendor, please navigate to '**Update Vendor Details**' to view or update your vendor record details.

Contact Details

Email Address *

Contact No. *

Address

Country *

Postal Code *

State

City *

Please Select

SINGAPORE

Address*

Next

3

Enter your Contact Details and Address.

- **Email address:** All Vendors@Gov updates and softcopy remittance advices will be sent to this email address. Only one email address is allowed for each vendor record.
- **Contact No.:** Please provide your contact information.
- **Country, Postal Code, State, City, Address:**
Company/ Organisation - Please provide your business registered address.
Individual – Please provide your residential address.

After you have entered the contact details and address, click on 'Next' to proceed to the bank details page.

1. Create Vendor Record

- If you are a new vendor, you will be directed to 'Create New Vendor' page.
- For existing vendor, please navigate to 'Update Vendor Details' to view or update your vendor record details.

Bank Details

Your Vendor ID: 

Payment Method *



Inter-Bank GIRO



Telegraphic Transfer

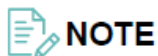
Step 3 – Select your payment mode and enter your bank details.

Payment Mode:

Inter-Bank Giro (IBG) – Select this option if you are receiving Singapore dollars (SGD) payment with a local bank account.

Telegraphic Transfer (TT) – Select this option if you are receiving:

- a) Foreign currency payment; or
- b) Singapore dollars (SGD) payment with a foreign bank account.



NOTE

- **IBG option** is not available for foreign vendors. Foreign vendor may submit a hardcopy [Direct Credit Authorisation \(DCA\) form](#) with bank endorsement to AGD and subsequently lodge a [helpdesk ticket](#) for assistance to update your IBG bank details.
- **TT option** is not available for vendors who are transacting as an individual. Individuals may lodge a [helpdesk ticket](#) for assistance to update your TT bank details.

1. Create Vendor Record

- If you are a new vendor, you will be directed to '**Create New Vendor**' page.
- For existing vendor, please navigate to '**Update Vendor Details**' to view or update your vendor record details.

Bank Details

Your Vendor ID: 

Payment Method *

☒ Inter-Bank GIRO ☐ Telegraphic Transfer

Bank *	Branch *	Account Number *
<input type="text" value="--Please Select Bank--"/>	<input type="text"/>	<input type="text"/>

GST Registered *

☒ Yes ☐ No

GST Registration Number *

Back

Next

Inter-Bank Giro (IBG) option selected.

1

Select your bank and branch code, enter your account number.

The bank account provided must be registered under the entity's name and ID. Bank details (Eg: Bank & Branch code, Bank account) must be updated correctly. If you are unsure of your bank details, please contact your bank to confirm the correct information.

Company/ Organization – You should provide a corporate bank account that is registered under your business registration name and ID (Eg: UEN).

Individuals – You should provide a bank account that is registered under your personal name and ID (Eg: NRIC, FIN or Passport no.).

1. Create Vendor Record

- If you are a new vendor, you will be directed to '**Create New Vendor**' page.
- For existing vendor, please navigate to '**Update Vendor Details**' to view or update your vendor record details.

Bank Details

Your Vendor ID: 

Payment Method *

☒ Inter-Bank GIRO ☐ Telegraphic Transfer

Bank *

--Please Select Bank--

Branch *

Account Number *

GST Registered *

☒ Yes ☐ No

GST Registration Number *

G

Back

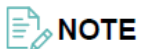
Next

Inter-Bank Giro (IBG) option selected.

2

Select your GST registration status.

- If you are GST Registered, please select 'Yes' for GST Registered option. Then, enter your GST registration number (Please enter only the numbers and omit the '-' dash).
- If you are not GST Registered, please select 'No' for GST Registered option'.



GST registration update is not available for vendors who have registered a TT bank account. To update your GST registration details, please lodge a [helpdesk ticket](#) for assistance.

1. Create Vendor Record

- If you are a new vendor, you will be directed to 'Create New Vendor' page.
- For existing vendor, please navigate to 'Update Vendor Details' to view or update your vendor record details.

Bank * Branch * Account Number *

--Please Select Bank--

GST Registered * GST Registration Number *

☒ Yes ☐ No

G

Back Next

Inter-Bank Giro (IBG) option selected.

Step 4 - After updating the bank details, click 'Next' and on the summary page, click 'Next' again to submit your vendor record request.

Please allow up to **3 working days** for your vendor record approval. Once approved, you will receive an email notification at your registered email address. **You can only submit e-Invoices after your vendor record has been approved.**

A hard copy of the [Direct Credit Authorisation \(DCA\) form](#) with bank endorsement must be submitted to AGD if:

- a) Your bank account is not registered with DBS, POSB, UOB, OCBC, Far Eastern Bank or Citibank bank; or
- b) Your bank account is a joint account; or
- c) Your organisation/company is not registered with ACRA; or
- d) Your organisation/company UEN entity type is UEN-Others; or
- e) You are a sole proprietor with no corporate bank account and you are registering your personal bank account. Please also submit a copy of your company's Business Profile report (can be obtain via BIZFILE) and NRIC along with your DCA form.

NOTE

Vendor record details provided in Vendors@Gov must be identical to the details written in your DCA form before your vendor record can be approved by AGD.

1. Create Vendor Record

- If you are a new vendor, you will be directed to '**Create New Vendor**' page.
- For existing vendor, please navigate to '**Update Vendor Details**' to view or update your vendor record details.

Bank Details

Your Vendor ID: 





Payment Method *

☐

Inter-Bank GIRO

☒

Telegraphic Transfer

Country of Bank -- Select Bank Country --	Bank Name *	Swift ID *	Account Number* 
Bank Address *			Clearing Code 
Routing Code 	Payment Details 		
Corresponding Bank Required			
<input type="radio"/> Yes <input checked="" type="radio"/> No			

Telegraphic Transfer (TT) option selected.

1

Enter your TT bank details.

The bank account provided must be registered under your entity's name with the bank.

Please ensure to provide the correct bank details to avoid payment rejection by the bank. If you are unsure of your bank details, please contact your bank to confirm the information for your remittance transfer.

1. Create Vendor Record

- If you are a new vendor, you will be directed to 'Create New Vendor' page.
- For existing vendor, please navigate to 'Update Vendor Details' to view or update your vendor record details.

Bank Details

Payment Method *

☐

Inter-Bank GIRO

☒

Telegraphic Transfer

Country of Bank	Bank Name *	Swift ID *	Account Number* ⓘ
-- Select Bank Country --			
Bank Address *	Clearing Code ⓘ		
Routing Code ⓘ	Payment Details ⓘ		
Corresponding Bank Required			
<input type="radio"/> Yes <input checked="" type="radio"/> No			

Telegraphic Transfer (TT) option selected.

2

After updating the bank details, click 'Next' and on the summary page, click 'Next' again to submit your vendor record request.

You can only submit e-Invoices after your vendor record has been approved.



NOTE

UEN registered entities who are registering TT are required to submit **a copy of bank statement** stating the account holder name and bank account details to AGD for your vendor record approval. To submit the document, please lodge a [helpdesk ticket](#).

Update of Telegraphic Transfer (TT) bank details function is not available for local/foreign vendors who are transacting as an individual. To update your TT bank details, please lodge a [helpdesk ticket](#).

GST registration update is not available for vendors who have registered a TT bank account. To update your GST registration details, please lodge a [helpdesk ticket](#) for assistance.

Vendor Record User Guides

Select the topics below to learn more about:

1. Create Vendor Record

New vendors will be directed to 'Create New Vendor' page to create a vendor record.

2. View/ Update Vendor Record Details

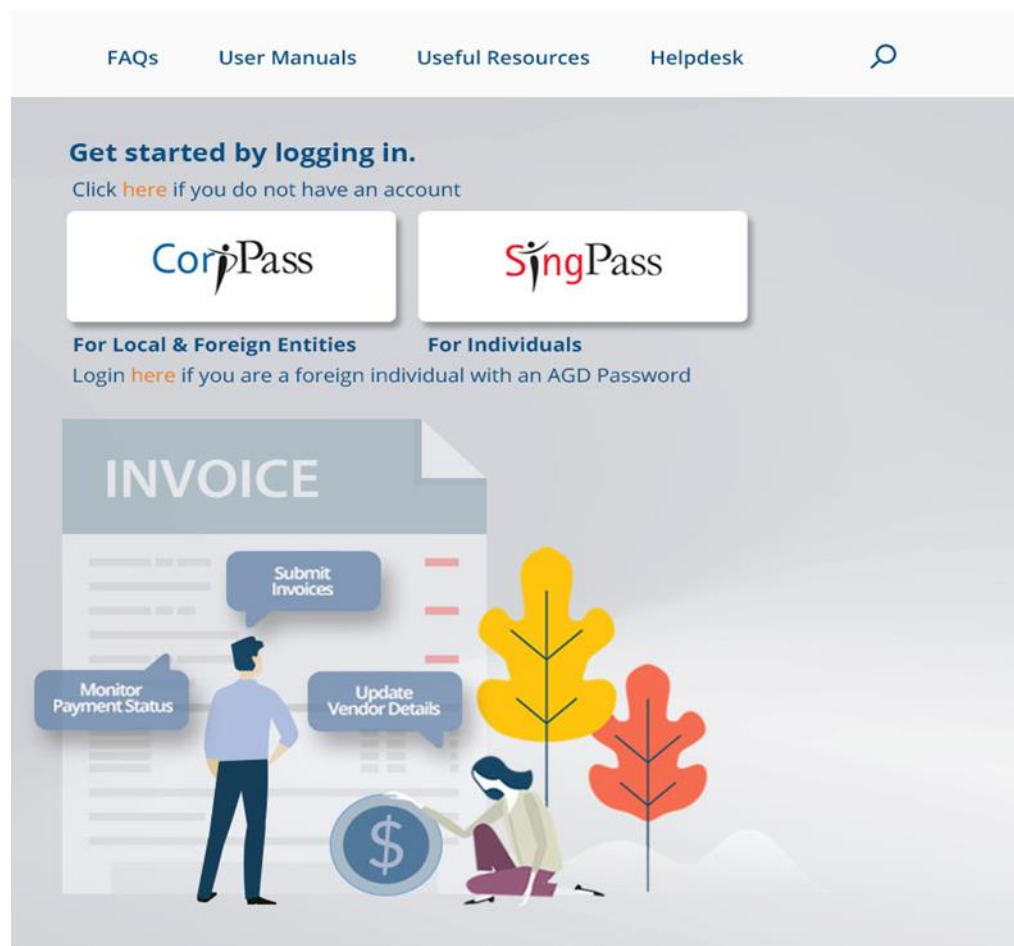
Existing vendor may navigate to 'Update Vendor Details' to update your name, contact, GST registration and bank details.

3. Vendor Record Status

Vendor record status include Approved, Unapproved, Inactive, Submitted.

2. View/ Update Vendor Record Details

- If you are a new vendor, you will be directed to '**Create New Vendor**' page.
- For existing vendor, please navigate to '**Update Vendor Details**' to view or update your vendor record details.



Step 1 - Login to Vendors@Gov portal (www.vendors.gov.sg).

For more information on how to login, please refer to ['Vendors@Gov Login and Registration User Guide'](#).

2. View/ Update Vendor Record Details

- If you are a new vendor, you will be directed to 'Create New Vendor' page.
- For existing vendor, please navigate to 'Update Vendor Details' to view or update your vendor record details.

Vendor Profile

Vendor ID



Vendor Name *

Vendor Record Status

Submitted

Step 2 –Navigate to “Update Vendor Details” page and amend the information at the required field(s).

1

Update your entity name.

Name provided must be identical to your entity's registered name.

Company/ Organisation

- **UEN Registered Entity** – Please enter your ACRA/ UEN registered name. Letters and dots in your registered name, if any, such as 'LLP' or PTE. LTD.', must be included.
- **Non-UEN Registered Entity** – Your company name will be auto-populated according to your CorpPass registered name.

Individual

- **NRIC/ FIN Holder** – Please enter your NRIC/ FIN registered name. Commas, if any, should be included, while aliases (Eg: hanyu pinyin names) should be excluded.
- **Non-NRIC/ FIN Holder** – Please enter your passport registered name.

If the characters of your entity name exceed the first line, you may continue to enter the name at the second line.

2. View/ Update Vendor Record Details

- If you are a new vendor, you will be directed to '**Create New Vendor**' page.
- For existing vendor, please navigate to '**Update Vendor Details**' to view or update your vendor record details.

Contact Details

Email Address *

Contact No. *

Address

Country *

Postal Code *

State

City *

Please Select

SINGAPORE

Address*

Next

2

Enter your Contact Details and Address.

- **Email address:** All Vendors@Gov updates and softcopy remittance advices will be sent to this email address. Only one email address is allowed for each vendor record.
- **Contact No.:** Please provide your contact information.
- **Country, Postal Code, State, City, Address:**
Company/ Organisation - Please provide your business registered address.
Individual – Please provide your residential address.

After you have entered the contact details and address, click on 'Next' to proceed to the bank details page.

2. View/ Update Vendor Record Details

- If you are a new vendor, you will be directed to 'Create New Vendor' page.
- For existing vendor, please navigate to 'Update Vendor Details' to view or update your vendor record details.

Bank Details

Your Vendor ID: 

Payment Method *



Inter-Bank GIRO



Telegraphic Transfer

Step 3 -Update your payment mode.

Inter-Bank Giro (IBG) – Select this option if you are receiving Singapore dollars (SGD) payment with a local bank account.

Telegraphic Transfer (TT) – Select this option if you are receiving:

- a) Foreign currency payment; or
- b) Singapore dollars (SGD) payment with a foreign bank account.



NOTE

- **IBG option** is not available for foreign vendors. Foreign vendor may submit a hardcopy [Direct Credit Authorisation \(DCA\) form](#) with bank endorsement to AGD and subsequently lodge a [helpdesk ticket](#) for assistance to update your IBG bank details.
- **TT option** is not available for vendors who are transacting as an individual. Individuals may lodge a [helpdesk ticket](#) for assistance to update your TT bank details.

2. View/ Update Vendor Record Details

- If you are a new vendor, you will be directed to '**Create New Vendor**' page.
- For existing vendor, please navigate to '**Update Vendor Details**' to view or update your vendor record details.

Bank Details

Your Vendor ID: 

Payment Method *

☒ Inter-Bank GIRO ☐ Telegraphic Transfer

Bank *	Branch *	Account Number *
<input type="text" value="--Please Select Bank--"/>	<input type="text"/>	<input type="text"/>

GST Registered *

☒ Yes ☐ No

GST Registration Number *

Back

Next

Inter-Bank Giro (IBG) option selected.

1 Update your bank and branch code, and your account number.

The bank account provided must be registered under the entity's name and ID. Bank details (Eg: Bank & Branch code, Bank account) must be updated correctly. If you are unsure of your bank details, please contact your bank to confirm the correct information.


Company/ Organization – You should provide a corporate bank account that is registered under your business registration name and ID (Eg: UEN).

Individuals – You should provide a bank account that is registered under your personal name and ID (Eg: NRIC, FIN or Passport no.).

2. View/ Update Vendor Record Details

- If you are a new vendor, you will be directed to 'Create New Vendor' page.
- For existing vendor, please navigate to 'Update Vendor Details' to view or update your vendor record details.

Bank Details

Your Vendor ID: 

Payment Method *

☒ Inter-Bank GIRO ☐ Telegraphic Transfer

Bank * Branch * Account Number *

--Please Select Bank--

GST Registered * GST Registration Number *

☒ Yes ☐ No

G

Back Next

Inter-Bank Giro (IBG) option selected.

2 Select your GST registration status.

- If you are GST Registered, please select 'Yes' for GST Registered option. Then, update your GST registration number (Please enter only the numbers and omit the '-' dash).
- If you are not GST Registered, please select 'No' for GST Registered option'.



GST registration update is not available for vendors who have registered a TT bank account. To update your GST registration details, please lodge a [helpdesk ticket](#) for assistance.

2. View/ Update Vendor Record Details

- If you are a new vendor, you will be directed to 'Create New Vendor' page.
- For existing vendor, please navigate to 'Update Vendor Details' to view or update your vendor record details.

Bank *	Branch *	Account Number *
<input type="text" value="--Please Select Bank--"/>	<input type="text"/>	<input type="text"/>
GST Registered *		GST Registration Number *
<input checked="" type="radio"/> Yes <input type="radio"/> No		<input type="text" value="G"/>

Inter-Bank Giro (IBG) option selected.

Back

Next

Step 4 - After updating the bank details, click 'Next' and on the summary page, click 'Next' again to submit your vendor record updates.

Please allow up to **3 working days** for your vendor record approval. Once approved, you will receive an email notification at your registered email address. **You can only submit e-Invoices after your vendor record has been approved.**

A hard copy of the [Direct Credit Authorisation \(DCA\) form](#) with bank endorsement must be submitted to AGD if:

- Your bank account is not registered with DBS, POSB, UOB, OCBC, Far Eastern Bank or Citibank bank; or
- Your bank account is a joint account; or
- Your organisation/company is not registered with ACRA; or
- Your organisation/company UEN entity type is UEN-Others; or
- You are a sole proprietor with no corporate bank account and you are registering your personal bank account. Please also submit a copy of your company's Business Profile report (can be obtain via BIZFILE) and NRIC along with your DCA form.



NOTE

Vendor record details provided in Vendors@Gov must be identical to the details written in your DCA form before your vendor record can be approved by AGD.

2. View/ Update Vendor Record Details

- If you are a new vendor, you will be directed to 'Create New Vendor' page.
- For existing vendor, please navigate to 'Update Vendor Details' to view or update your vendor record details.

Bank Details

Your Vendor ID: 




Payment Method *

☐

Inter-Bank GIRO

☒

Telegraphic Transfer

Country of Bank	Bank Name *	Swift ID *	Account Number* 
-- Select Bank Country --			
Bank Address *			
Routing Code 	Payment Details 		
Corresponding Bank Required			
<input type="radio"/> Yes <input checked="" type="radio"/> No			

Telegraphic Transfer (TT) option selected

1

Update your TT bank Details

The bank account provided must be registered under your entity's name with the bank.

Please ensure to provide the correct bank details to avoid payment rejection by the bank. If you are unsure of your bank details, please contact your bank to confirm the information for your remittance transfer.

2. View/ Update Vendor Record Details

- If you are a new vendor, you will be directed to 'Create New Vendor' page.
- For existing vendor, please navigate to 'Update Vendor Details' to view or update your vendor record details.

Bank Details

Payment Method *

☐ Inter-Bank GIRO ☒ Telegraphic Transfer

Country of Bank	Bank Name *	Swift ID *	Account Number* ⓘ
<input type="text" value="- Select Bank Country -"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bank Address *	Clearing Code ⓘ		
<input type="text"/>	<input type="text"/>		
Routing Code ⓘ	Payment Details ⓘ		
<input type="text"/>	<input type="text"/>		
Corresponding Bank Required			
<input type="radio"/> Yes <input checked="" type="radio"/> No			

Telegraphic Transfer (TT) option selected.

2 After updating the bank details, click 'Next' and on the summary page, click 'Next' again to submit your vendor record request.

You can only submit e-Invoices after your vendor record has been approved



UEN registered entities who are registering TT are required to submit **a copy of bank statement** stating the account holder name and bank account details to AGD for your vendor record approval. To submit the document, please lodge a [helpdesk ticket](#).

Update of Telegraphic Transfer (TT) bank details function is not available for local/foreign vendors who are transacting as an individual. To update your TT bank details, please lodge a [helpdesk ticket](#).

GST registration update is not available for vendors who have registered a TT bank account. To update your GST registration details, please lodge a [helpdesk ticket](#) for assistance.

Note for Inter-Bank GIRO registration

1. Vendors who are receiving payments through Inter-Bank GIRO must have a registered bank account listed in the [Vendors@Gov approved banks](#).
2. A hardcopy of the [Direct Credit Authorisation \(DCA\) form](#) with bank endorsement must be submitted to AGD if:
 - (a) Your bank account is not registered with DBS, POSB, UOB, OCBC, far eastern Bank or Citibank bank; or
 - (b) Your bank account is a joint account; or
 - (c) Your organization/company is not registered with ACRA; or
 - (d) Your organization/company UEN entity type is UEN-Others; or
 - (e) You are a sole proprietor with no corporate bank account, and you are registering your personal bank account, Please also submit a copy of your company's Business Profile report (can be obtain via BIZFILE) and NRIC along with your DCA form.
3. For vendors who have submitted a DCA form, please ensure that your vendor record information updated in Vendors@Gov portal are identical to the details written in your DCA form before your vendor record can be approved by AGD.

POSB/DBS Bank

POSB/ DBS Bank code: 7171- DBS Bank Ltd

If there are 9 digits in your account number, the branch code is "081-POSB"

If there are 10 digits in your account number, the branch code is the first 3 digits of your account number. For example, if your account number is 0012345678, the branch code is '001'.

Maybank

There are two bank codes (7302 & 9636) available for Maybank account, and you are required to contact your bank to confirm the correct bank details (E.g.: Bank and Branch code, Bank Account) before updating it at Vendors@Gov portal.

- (a) 732- Maybank Singapore Limited
- (b) 9636- Malayan Banking Berhad
- (c) For Maybank account holders, please enter bank account format as X-XXX-XXXXXX.

OCBC Bank

OCBC Bank code: 7339 – Oversea-Chinese Banking Corporation Ltd

The first numbers of your OCBC account number are branch codes. Your OCBC account number should either be 10 digits or 12 digits.

HSBC Bank

There are two bank codes (7232 & 9548) available for HSBC bank account, , and you are required to contact your bank to confirm the correct bank details (E.g.: Bank and Branch code, Bank Account) before updating it at Vendors@Gov portal.

- (a) 7232- The Hongkong & Shanghai Banking Corporation Ltd
- (b) 9548- HSBC Bank (Singapore) Limited (for retail account)

Why am I unable to update my vendor details?

1. Update of vendor details will not be available between 0500hrs to 0600hrs, and 1900hrs to 1930hrs (GMT+8) from Monday to Saturday for routine system maintenance.
2. You will not be able to update your vendor record details if:
 - **Your vendor record is currently inactive.**
If you would like to activate your vendor record, you may do so by clicking on the 'Reactivate' button upon successful login. The vendor record activation process will take 3 working days, during which your vendor record details will not be editable. After your vendor record is activated, you may update your vendor record details at the portal. After which, please allow up to 3 working days for your vendor record approval.
 - **Your vendor record is pending ICA/ UEN and bank verification.**
After you have created, updated or activated your vendor record, your record will be sent to ICA/ UEN and bank for verification. You can only update your vendor details after the verification process (Process time: 3 working days) is completed.
 - **Your vendor record was created under a specific agency's SET ID (Eg: MOF10).**
Vendors with vendor ID tagged to a specific agency business unit (Eg: MOF10) are unable to update their vendor record in Vendors@Gov. You are required to approach the liaison officer at your client agency to update your vendor details in the Government Financial System (NFS@Gov).
 - **You are a foreign individual who do not have SingPass.**
Update of vendor record details is not available for foreign individual who do not have SingPass. You are required to approach the liaison officer at your client agency to update your vendor details in the Government Financial System (NFS@Gov).

Vendor Record User Guides

Select the topics below to learn more about:

1. Create Vendor Record

New vendors will be directed to 'Create New Vendor' page to create a vendor record.

2. View/ Update Vendor Record Details

Existing vendor may navigate to 'Update Vendor Details' to update your name, contact, GST registration and bank details.

3. Vendor Record Status

Vendor record status include Approved, Unapproved, Inactive, Submitted.

3. Vendor Record Status

Status	Description
Approved	Vendors will be able to submit e-Invoices to Government agencies in Vendors@Gov portal after their vendor record is approved.
Unapproved	<p>After creating or updating your vendor record details, please allow up to <u>3 working days</u> for your vendor record approval.</p> <p>Please ensure the following:</p> <ol style="list-style-type: none"> 1. Your vendor record 'Name' and 'Bank details' are updated correctly in Vendors@Gov. 2. You have selected the correct login option. For more information on how to login, please refer to 'Login and Registration User Guide'. <p>A hard copy of the Direct Credit Authorisation (DCA) form with bank endorsement must be submitted to AGD if:</p> <ul style="list-style-type: none"> ➤ Your bank account is <u>not</u> registered with DBS, POSB, UOB, OCBC, Far Eastern Bank or Citibank bank; or ➤ Your bank account is a joint account; or ➤ Your organisation/company is <u>not</u> registered with ACRA; or ➤ Your organisation/company UEN entity type is UEN-Others; or ➤ You are a sole proprietor with no corporate bank account and you are registering your personal bank account. Please also submit a copy of your company's Business Profile report (can be obtain via BIZFILE) and NRIC along with your DCA form.
Inactive	<p>Your vendor record will be inactivated if:</p> <ol style="list-style-type: none"> 1. There was no activity for more than 2 years; or 2. There was a failed interbank GIRO (IBG) payment to your bank account; or 3. You or your client agency has requested for the vendor record inactivation. <p>If you would like to activate your vendor record, you may do so by clicking on the 'Reactivate' button upon successful login. The vendor record activation process will take <u>3 working days</u>, during which your vendor record details will <u>not</u> be editable. After your vendor record is activated, you may update your vendor record details in the portal. After which, please allow up to <u>3 working days</u> for your vendor record approval.</p>
Submitted	Your vendor record request has been successfully submitted for processing. Please allow up to <u>3 working days</u> for your vendor record approval.

- END -