

**SPH Procurement to Payment
(P2P)**

Register as Existing/New Supplier

Table of Contents

Chapter 1: User Manual Overview.....3

Chapter 2: Supplier Registration (has business transaction with SPH for past 5 years).....3

Chapter 3: How to register as a New Supplier6

Chapter 4: Certifications 15

Chapter 5: Update of Company Profile (Existing/New Supplier) 115

Chapter 6: Profile Maintenance – Settings 15

Chapter 1: User Manual Overview

This manual aims to help SPH Suppliers to familiarize and provide step-by-step instructions on how to access / navigate SPH Supplier Portal which is interfaced to SPH Procurement to Payment (P2P) system.

This portal serves as a platform for suppliers to bid for products and services that is published on SPH's website. It also allows suppliers to accept Purchase Orders (PO) from SPH and send delivery orders and invoices back to SPH electronically.

Chapter 2: Supplier Registration (has business transaction with SPH for past 5 years)

- a) Please email to P2P Supplier Portal Support Team, sph_p2p_supplier@sph.com.sg for your User Name and Password.
- b) Upon receipt of your User Name and Password,
 1. Click on the link provided on the email or enter the Supplier Portal URL:
<http://sph.bprocure.com/> (Please use Internet Explorer)
 2. Enter User Name and Password
 3. Click Login

Procurement-to-Payment (P2P) System Supplier Portal

Login

User Name

Password

Login

Forgot Your Password?

Business Opportunities

Q Search

Show 10 entries

Published Date (YYYY-MM-DD)	Doc Type	Doc. Ref. No.	Description	Closing Date (YYYY-MM-DD)
2024-02-24 15:08:13	RFQ	RFQ7034318	Advertising Self-Service Portal - Digital Signature	2024-03-11 12:00:00

4. Terms and Conditions will be displayed for first time login. Please click “I Accept” the Terms and Conditions to proceed.

1

Terms Acceptance

Back

Tasks to do

1 Change Password

2 Term and Conditions (Rev. 2017/2014)

3 Update Profile

Term and Conditions (Rev. 2017/2014)

Language English-American

Welcome to our Site. Please read the following Website Terms and Conditions carefully (including our Privacy Policy) (collectively “Website Conditions”) before using this Site and/or the Services (both defined below), so that you are aware of your legal rights and obligations with respect to Singapore Press Holdings Limited and/or its related entities, affiliates and subsidiaries (individually and collectively, “SPH”).

By your (or where Clause 1.1.2(ii) applies, your child’s or ward’s) access of this Site and/or use of the Services, you hereby agree to be legally bound by these Website Conditions. If you do not accept these Website Conditions, please leave the Site and discontinue use of the Services immediately.

1. Agreement

1.1 You hereby represent and warrant that:

1.1.1 you have read and agree to these Website Conditions and our Privacy Policy;

1.1.2 you are at least 16 years old and have the necessary legal capacity, right, power and authority to agree to these Website Conditions and you are either:

(i) accessing this Site, using the Services and contracting in your own personal capacity; or

(ii) contracting as parent or guardian of a child or ward who is less than 16 years old and who is accessing this Site and using the Services, in which event you agree as his/her parent/guardian, both in (i) your personal capacity and on behalf of your child/ward, to be bound by these Website Conditions and to be liable for your child’s or ward’s acts and omissions while accessing the Site and/or using the Services; and you also agree to ensure that your child or ward observes these Website Conditions.

1.1.3 you are authorized to bind the entity (yourself or your corporate entity) on whose behalf you are contracting and such entity agrees to be bound by these Website Conditions; and

1.1.4 all of the information provided by you to SPH (including without limitation personal particulars and contact information) is accurate and complete.

1.2 SPH reserves the right to change, modify, suspend or discontinue the whole or any portion of the Services or Site at any time. SPH may also impose limits on certain features or restrict your access to parts or the entire Services or Site without notice or liability.

1.3 SPH may from time to time vary or amend these Website Conditions by posting the amended Website Conditions at this Site. Any use of the Services after the amendment of these Website Conditions will be deemed to be acceptance of the amended Website Conditions by you. If you do not agree to the amended Website Conditions, you have the right to close your Account and/or cease using the Services.

2. Definitions

In this Agreement, the following definitions shall apply unless the context does not permit such application:

“Account” means a registered account of a Member opened under this Site;

“Agreement” means the agreement formed by these Website Conditions and the Privacy Policy; and in the case of a Member, by these Website Conditions, the Privacy Policy and the Member Conditions;

“App” means any software or mobile application of SPH;

“Computer” means your computer, notebook computer, personal digital assistant, mobile phone or other electronic device used to access this Site or the Services;

“Content” means materials, information, news, advertisements, listings, data, input, text, songs, audio, video, pictures, graphics, software, blogs, webcasts, podcasts, broadcasts, messages, software, comments, suggestions, ideas and other content;

“Linked Sites” is defined in Clause 8.1;

“Member” means a registered member of the Site;

“Member Conditions” means the terms and conditions applicable to Members accessible here;

“Personal Data” means, data, whether true or not, about an individual who can be identified from that data or from that data and other information to which a party has or is likely to have access;

“Servers” means the computer software, systems and servers hosting, operating, managing, providing or contributing to the Site and the Services;

“Services” is defined in Clause 3.2;

“Site” means the SPH website containing the link to these Terms & Conditions;

“SPH Content” means all Content of SPH that is made available on or via this Site or a SPH website;

“Third Party Products” means products and services of third parties, including other users, advertised on or available at the Site or websites linked from the Site;

“Third Party User Content” means all User Content which is not created, transmitted, posted or uploaded by you;

“User Content” means all Content on this Site which is created, transmitted, posted or uploaded by a user of the Site;

2.2 The words “include” and “including” shall not be construed as having any limiting effect;

2.3 The headings in this Agreement do not have any legal effect nor shall they affect the construction of this Agreement in any way;

3. Site and Services

3.1 The Site is owned and maintained by SPH;

3.2 SPH may offer one or more of the following services on or through the Site (each a “Service” and collectively the “Services”):

3.2.1 access to a collection of information, news, data, text, listings, graphics, images, videos, audio files, podcasts, webcasts, software applications and other types of works, including any print, digitised or electronic, newspapers, magazines, Apps or other content of SPH, whether through an online store or otherwise;

3.2.2 search engines or tools;

3.2.3 a platform to create, upload and publicly make available personalised content;

3.2.4 an advertising and branding platform;

3.2.5 message boards, forums, blogs, communication tools;

3.2.6 a social networking platform;

3.2.7 email alerts; and

3.2.8 any other features, content or applications that SPH may offer on or through the Site from time to time in its sole and absolute discretion;

3.3 You acknowledge and agree that to access and use certain Services, you will be required to register as a Member and additionally shall be bound to strictly comply with the Member Conditions in addition to these Website Conditions;

3.4 From time to time SPH will run competitions, promotions and surveys at the Site. These are subject to additional terms and conditions that will be made available at the time they are run;

4. Content Use Conditions

4.1 You may not reproduce, modify, adapt, translate, publish, display, communicate, transmit, broadcast, podcast, webcast, distribute, sell, trade or exploit for any commercial or other purposes, any portion of, or any access to:

4.1.1 any Service;

4.1.2 the Site;

4.1.3 any SPH Content except, to the extent permitted, with the prior written consent of SPH or unless expressly permitted in these Website Conditions; or

4.1.4 any Third Party User Content except, to the extent permitted, with the prior written consent of SPH and the owner or licensee of the specific User Content;

17. Rights of Third Parties

17.1 Except as provided for in Clause 13, a person or entity who is not a party to this Agreement shall have no right under the Contracts (Rights of Third Parties) Act (Cap. 53B) to enforce any term of this Agreement, regardless of whether such person or entity has been identified by name, as a member of a class or as answering a particular description;

18. Force Majeure

18.1 No party shall be liable for any failure to perform its obligations under this Agreement if the failure results from a Force Majeure Event (defined below), provided always that whenever possible, the affected party will resume that obligation as soon as the Force Majeure Event occasioning the failure ceases or abates.

For purposes of this Agreement, a “Force Majeure Event” is an event which is a circumstance or event beyond the reasonable control of a party which affects the general public in that party’s country or in the territory, and which results in the party being unable to observe or perform on time an obligation under this Agreement. Such circumstance or event shall include industrial action or labour disputes, civil unrest, war or threat of war, criminal or terrorist acts, government action or regulation, telecommunication or utility failures, power outages, fire, explosion, natural physical disasters, epidemics, quarantine restrictions, and general failure of public transport;

19. Governing Law & Jurisdiction

19.1 These Website Conditions and all matters relating to your access to, or use of, this Site and the Services shall be governed by and construed in accordance with the laws of Singapore including without limitation the provisions of the Singapore Evidence Act (Chapter 97) and the Electronic Transactions Act (Cap. 56), without giving effect to any principles of conflicts of law;

19.2 You hereby agree to submit to the non-exclusive jurisdiction of the Singapore courts.

(Last updated on 2 July 2014)

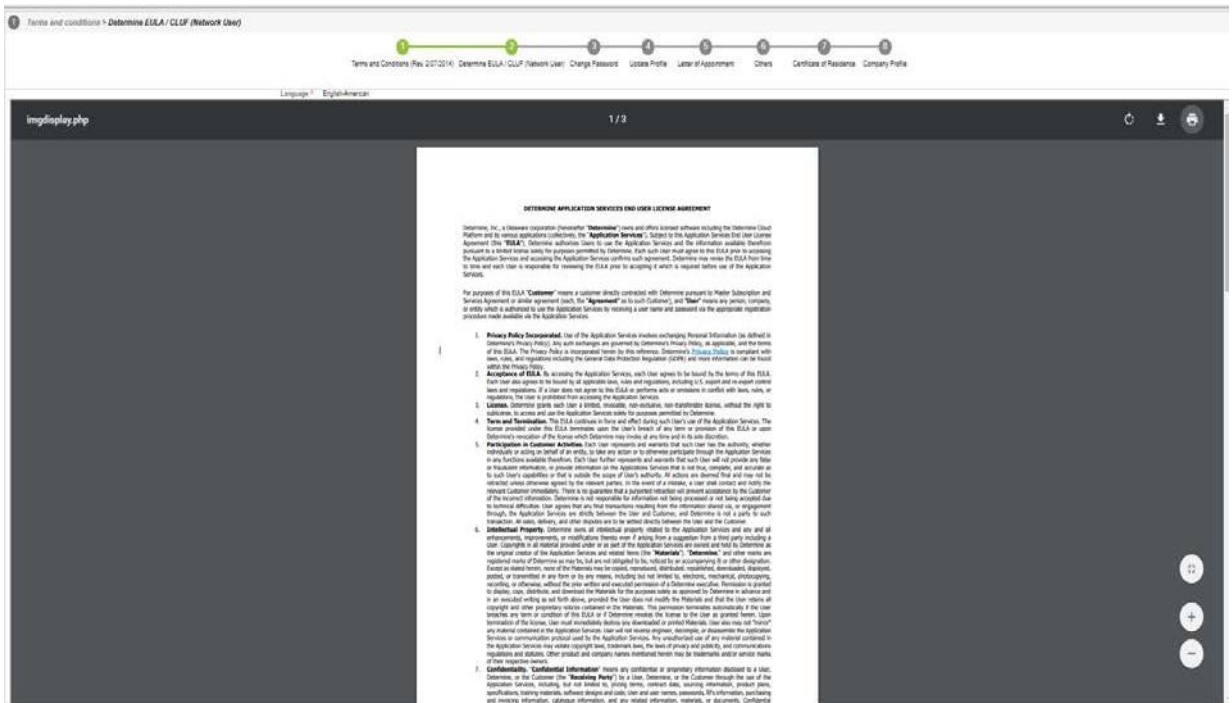
I accept the Terms and conditions

I reject the Terms and conditions

SPH Supplier Portal Manual

Page 4 of 26

- Next, Determine EULA/CLUF (Network User) will be displayed. Click the “I Accept” the Terms and Conditions to proceed.



- You will be prompted to reset password if this is your first login. Type in your new password twice and click Save.

**Password must be 8 characters long with at least any of the 3 criterions: 1 capital letter, 1 lowercase, 1 numeric and / or 1 special character.*

P

Password Change > Hazel

Generate Random Password


Save

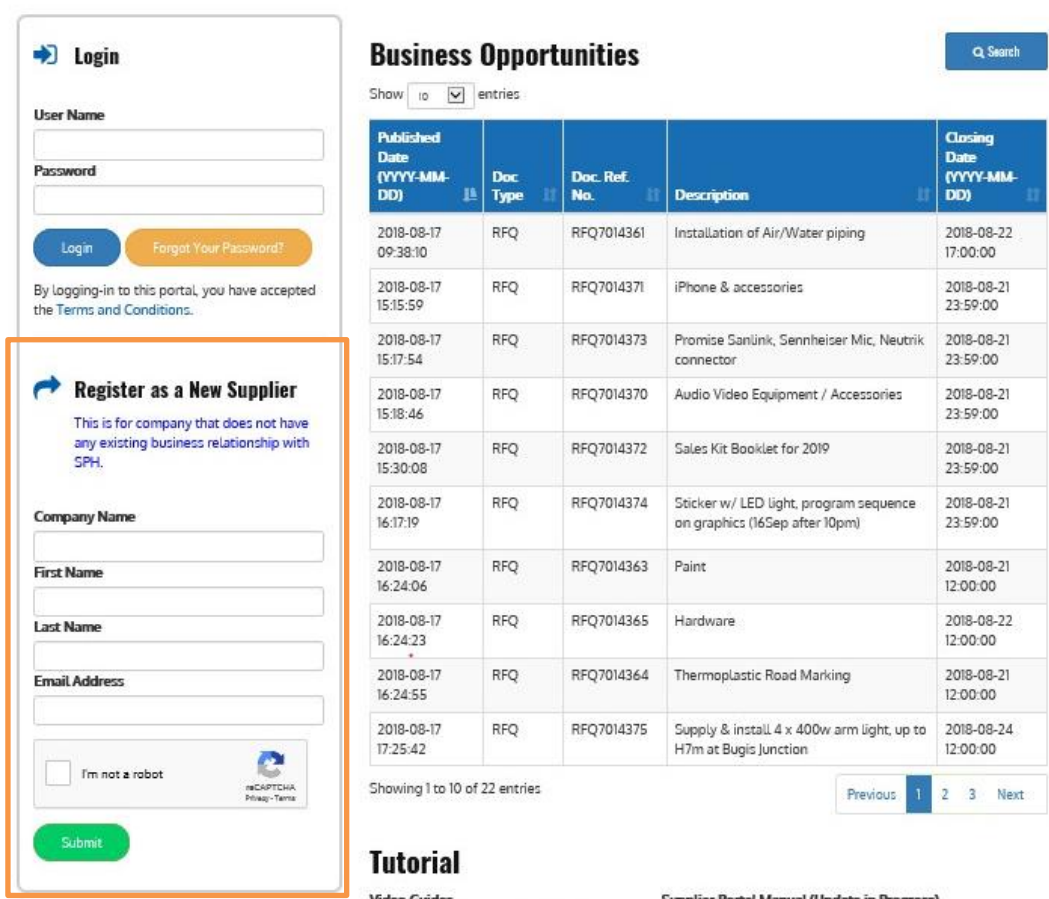
Connexion Parameters

Password + Confirmation

- After resetting your password successfully, please proceed to Update Company Profile (Chapter 5) & Profile Maintenance (authorized personnel in your company) (Chapter 6) before you participate in all RFQs.

Chapter 3: How to register as a New Supplier

1. Using only google chrome , enter SPH Supplier Portal URL :
<http://sph.bprocure.com/>
2. Under “Register as a New Supplier”, enter the following information:
 - a. Company Name
 - b. First Name
 - c. Last Name (surname)
 - d. Email Address
 - e. Click “I’m not a robot”
 - f. Click Submit



Login

User Name

Password

[Login](#) [Forgot Your Password?](#)

By logging-in to this portal, you have accepted the [Terms and Conditions](#).

Business Opportunities

Show entries

Published Date (YYYY-MM-DD)	Doc Type	Doc. Ref. No.	Description	Closing Date (YYYY-MM-DD)
2018-08-17 09:38:10	RFQ	RFQ7014361	Installation of Air/Water piping	2018-08-22 17:00:00
2018-08-17 15:15:59	RFQ	RFQ7014371	iPhone & accessories	2018-08-21 23:59:00
2018-08-17 15:17:54	RFQ	RFQ7014373	Promise Sanlink, Sennheiser Mic, Neutrik connector	2018-08-21 23:59:00
2018-08-17 15:18:46	RFQ	RFQ7014370	Audio Video Equipment / Accessories	2018-08-21 23:59:00
2018-08-17 15:30:08	RFQ	RFQ7014372	Sales Kit Booklet for 2019	2018-08-21 23:59:00
2018-08-17 16:17:19	RFQ	RFQ7014374	Sticker w/ LED light, program sequence on graphics (16Sep after 10pm)	2018-08-21 23:59:00
2018-08-17 16:24:06	RFQ	RFQ7014363	Paint	2018-08-21 12:00:00
2018-08-17 16:24:23	RFQ	RFQ7014365	Hardware	2018-08-22 12:00:00
2018-08-17 16:24:55	RFQ	RFQ7014364	Thermoplastic Road Marking	2018-08-21 12:00:00
2018-08-17 17:25:42	RFQ	RFQ7014375	Supply & install 4 x 400w arm light, up to H7m at Bugis Junction	2018-08-24 12:00:00

Showing 1 to 10 of 22 entries

[Previous](#) [1](#) [2](#) [3](#) [Next](#)

Register as a New Supplier


This is for company that does not have any existing business relationship with SPH.

Company Name

First Name

Last Name

Email Address

☐ I'm not a robot 

[Submit](#)

Tutorial

Video Guides

- [Register as Existing Supplier](#)
- [Register as New Supplier](#)
- [Manage PO / DO / Invoice](#)

Supplier Portal Manual (Update in Progress)

- [Register as New / Existing Supplier](#)
- [Manage PO / DO / Invoice](#)
- [Respond to RFI / RFP / RFQ](#)

3. Password will be sent to your email

Registration completed:
 A password creation notification has been sent to Quek Linda (sphsupplier24@gmail.com) - (Network User)


Company Name

 First Name

 Last Name

 Email Address

☐ I'm not a robot


reCAPTCHA
Privacy - Terms

4. Login to your email to retrieve password

SPH Supplier Portal <sph.noreply@b-pack.com>
 to me ▾

Dear Sir/Madam

Welcome to SPH Procurement-to-Payment (P2P) Supplier Portal.

A new temporary password has been generated to let you connect to P2P Portal :

- User: sphsupplier28@gmail.com
- Password: FK#r8!z3

Please use the [link \(https://eudemo5.determine.com/o/sph_s/\)](https://eudemo5.determine.com/o/sph_s/) to access to the Portal and update your company profile.

For **Singapore-registered** company, please select "Singapore" at the Identification Section, Legal Form field, to enter your company's UEN and GST No.

Should you require any assistance, please contact us at SPH_P2P_Supplier@sph.com.sg or +65 6319 8492.

5. Click on the link provided in the email to launch the Supplier Portal

6. Enter the login credentials stated in the email and click Login

Login

User Name

Password

By logging-in to this portal, you have accepted the Terms and Conditions

Business Opportunities

Show entries

Published Date (YYYY-MM-DD)	Doc. Type	Doc. Ref. No.	Description	Closing Date (YYYY-MM-DD)
No matching records found				

Showing 0 to 0 of 0 entries (filtered from 1 total entries)

7. Upon logging in, Terms and Conditions will be displayed, please click “I Accept” the Terms and Conditions to proceed.

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Terms and conditions > Terms and Conditions (Rev. 2/07/2014)

1
2
3
4
5
6
7
8

Terms and Conditions (Rev. 2/07/2014)
Determine EULA: CLUF (Network User)
Change Password
Update Profile
Letter of Appointment
Others
Certificate of Residence
Company Profile

Language
English-American

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By your (or where Clause 1.1.2(ii) applies, your child’s or ward’s) access of this Site and/or use of the Services, you hereby agree to be legally bound by these Website Conditions. If you do not accept these Website Conditions, please leave the Site and discontinue use of the Services immediately.

1. Agreement

1.1 You hereby represent and warrant that:

1.1.1 you have read and agree to these Website Conditions and our Privacy Policy;

1.1.2 you are at least 15 years old and have the necessary legal capacity, right, power and authority to agree to these Website Conditions and you are either:

(i) accessing this Site, using the Services and contracting in your own personal capacity;

(ii) accessing this Site, using the Services and contracting on behalf of a corporate entity; or

(iii) contracting as parent or guardian of a child or ward who is less than 18 years old and who is accessing this Site and using the Services, in which event you agree as his/her parent/guardian, both in your personal capacity and on behalf of your child/ward, to be bound by these Website Conditions and to be liable for your child’s or ward’s acts and omissions while accessing the Site and/or using the Services, and you also agree to ensure that your child or ward observes these Website Conditions;

1.1.3 you are authorised to bind the entity (yourself or your corporate entity) on whose behalf you are contracting and such entity agrees to be bound by these Website Conditions; and

1.1.4 all of the information provided by you to SPH (including without limitation personal particulars and contact information) is accurate and complete.

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“App” means any software or mobile application of SPH.

“Computer” means your computer, notebook computer, personal digital assistant, mobile phone or other electronic device used to access this Site or the Services.

“Content” means materials, information, news, advertisements, listings, data, input, text, songs, audio, video, pictures, graphics, software, blogs, webcasts, podcasts, broadcasts, messages, software, comments, suggestions, ideas and other content.

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3.2.2 search engines or tools;

3.2.3 a platform to create, upload and publicly make available personalised content;

3.2.4 an advertising and branding platform;

3.2.5 message boards, forums, blogs, communication tools;

3.2.6 a social networking platform;

3.2.7 email alerts; and

3.2.8 any other features, content or applications that SPH may offer on or through the Site from time to time in its sole and absolute discretion.

3.3 You acknowledge and agree that to access and use certain Services, you will be required to register as a Member and additionally shall be bound to strictly comply with the Member Conditions in addition to these Website Conditions.

3.4 From time to time SPH will run competitions, promotions and surveys at the Site. These are subject to additional terms and conditions that will be made available at the time they are run.

4. Content Use Conditions

4.1 You may not reproduce, modify, adapt, translate, publish, display, communicate, transmit, broadcast, podcast, webcast, distribute, sell, trade or exploit for any commercial or other purposes, any portion of, or any access to:

4.1.1 any Service;

4.1.2 the Site;

4.1.3 any SPH Content except, to the extent permitted, with the prior written consent of SPH or unless expressly permitted in these Website Conditions; or

4.1.4 any Third Party User Content except, to the extent permitted, with the prior written consent of SPH and the owner or licensee of the specific User Content.

17. Rights of Third Parties

17.1 Except as provided for in Clause 13, a person or entity who is not a party to this Agreement shall have no right under the Contracts (Rights of Third Parties) Act (Cap. 53B) to enforce any term of this Agreement, regardless of whether such person or entity has been identified by name, as a member of a class or as answering a particular description.

18. Force Majeure

18.1 No party shall be liable for any failure to perform its obligations under this Agreement if the failure results from a Force Majeure Event (defined below), provided always that whenever possible, the affected party will resume that obligation as soon as the Force Majeure Event occasioning the failure ceases or abates.

For purposes of this Agreement, a “Force Majeure Event” is an event which is a circumstance or event beyond the reasonable control of a party which affects the general public in that party’s country or in the territory, and which results in the party being unable to observe or perform on time an obligation under this Agreement. Such circumstance or event shall include industrial action or labour disputes, civil unrest, war or threat of war, criminal or terrorist acts, government action or regulation, telecommunication or utility failures, power outages, fire, explosion, natural physical disasters, epidemic, quarantine restrictions, and general failure of public transport.

19. Governing Law & Jurisdiction

19.1 These Website Conditions and all matters relating to your access to, or use of, this Site and the Services shall be governed by and construed in accordance with the laws of Singapore including without limitation the provisions of the Singapore Evidence Act (Chapter 97) and the Electronic Transactions Act (Cap. 88), without giving effect to any principles of conflicts of law.

19.2 You hereby agree to submit to the non-exclusive jurisdiction of the Singapore courts.

(Last updated on 2 July 2014)

I accept the Terms and conditions

X I reject the Terms and conditions

8. Next, Determine EULA/CLUF (Network User) will be displayed. Click the “I Accept” the Terms and Conditions to proceed.

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Terms and conditions > Determine EULA/CLUF (Network User)

1
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3
4
5
6
7
8

Terms and Conditions (Rev. 2/17/2014) Determine EULA/CLUF (Network User) Change Password Update Profile Letter of Appointment Others Certificate of Residency Company Profile

Language: English/American

imgdisplay.php
1 / 3

DETERMINE APPLICATION SERVICES END USER LICENSE AGREEMENT

Determine, Inc., a Delaware corporation (hereinafter “Determine”) owns and offers licensed software including the Determine Cloud Platform and its various applications components, the “Application Services”, subject to the Application Services End User License Agreement (the “EULA”). Determine authorizes Users to use the Application Services and the information available therefrom pursuant to a limited license solely for purposes permitted by Determine. Each User must agree to the EULA prior to accessing the Application Services and accessing the Application Services confirms such agreement. Determine may modify the EULA from time to time and each User is responsible for reviewing the EULA prior to accepting a request is required before use of the Application Services.

For purposes of this EULA “User” means a customer directly contracted with Determine pursuant to Master Subscription and Services Agreement or similar agreement (each, the “Agreement”) as to each Customer; and “User” means any person, company, or entity which is authorized to use the Application Services by receiving a user name and password on the appropriate registration page made available via the Application Services.

- Privacy Policy Interpretation.** Use of the Application Services involves exchanging Personal Information (as defined in Determine’s Privacy Policy). Any such exchanges are governed by Determine’s Privacy Policy, as applicable, and the terms of this EULA. This Privacy Policy is incorporated herein by this reference. Determine’s Privacy Policy is available with this, user, and registration including the current Data Protection Regulation (GDPR), and more information can be found within the Privacy Policy.
- Acceptance of EULA.** In accessing the Application Services, each User agrees to be bound by the terms of this EULA. Each User also agrees to be bound by all applicable laws, rules and regulations, including U.S. export and re-export control laws and regulations. If a User does not agree to this EULA or performs acts in compliance in conflict with laws, rules, or regulations, the User is prohibited from accessing the Application Services.
- Determine determines grants each User a limited, nonexclusive, nontransferable license, without the right to sublicense, to access and use the Application Services solely for purposes permitted by Determine.
- Term and Termination.** This EULA continues in force and effect during each User’s use of the Application Services. This license provided under the EULA terminates upon the User’s breach of any term or provision of this EULA or upon Determine’s revocation of the license which Determine may revoke at any time and in its sole discretion.
- Participation in Customer Activities.** Each User represents and warrants that such User has the authority, whether individually or acting on behalf of an entity, to take any action or to otherwise participate through the Application Services in any function available therefrom. Each User further represents and warrants that such User will not provide any false or fraudulent information, or provide information on the Application Services that is not true, complete, and accurate as to such User’s capabilities or that is outside the scope of such User’s authority. All actions are deemed that may not be obtained unless otherwise agreed by the relevant parties. In the event of a violation, a User shall contact and notify the relevant Customer immediately. There is no guarantee that a purported violation will prevent access to the Customer of the relevant information. Determine is not responsible for information not being processed or not being processed due to technical difficulties. User agrees that any false transactions resulting from the information shared via, or engagement through, the Application Services are strictly between the User and Customer, and constitute a risk to each transaction. All sales, delivery, and other disputes are to be settled directly between the User and the Customer.
- Intellectual Property.** Customer owns all intellectual property related to the Application Services and any and all enhancements, improvements, or modifications thereto made by anyone from a third party including a User. Copyrights in all material provided under or as part of the Application Services are owned and held by Determine as the original creator of the Application Services and related items (the “Materials”, “Determine”, and other marks are registered marks of Determine or may be, but are not obligated to be, related to or accompanying to or other designations. Except as stated herein, none of the Materials may be copied, reproduced, distributed, republished, downloaded, stored, posted, or transmitted in any form or by any means, including but not limited to, electronic, mechanical, photocopying, recording, or otherwise, without the prior written and express permission of Determine. Determine is granted to display, copy, distribute, and download the Materials for the purposes solely as approved by Determine in advance and in an electronic writing as set forth above, provided the User does not modify the Materials and that the User retains all copyright and other proprietary rights contained in the Materials. This permission terminates automatically if the User breaches any term or condition of this EULA or if Determine notices the User to the User as granted herein. Upon termination of the license, User must immediately destroy any downloaded or printed Materials; User may not “re-use” any material contained in the Application Services. User will not reverse engineer, decompile, or disassemble the Application Services or communication product used by the Application Services. Any unauthorized use of any material contained in the Application Services may violate copyright laws, trademark laws, the laws of privacy and publicity, and communications regulations and statutes. Other product and company names mentioned herein may be trademarks and/or service marks of their respective owners.
- Confidentiality. Confidential Information** means any confidential or proprietary information disclosed to a User, Determine, or the Customer (the “Receiving Party”) by a User, Determine, or the Customer through the use of the Application Services, including, but not limited to, pricing terms, contract data, existing information, product plans, specifications, training materials, software designs and code, User and user names, passwords, API information, purchasing and marketing information, customer information, and any related information, materials, or documents. Confidential

I accept the Terms and conditions

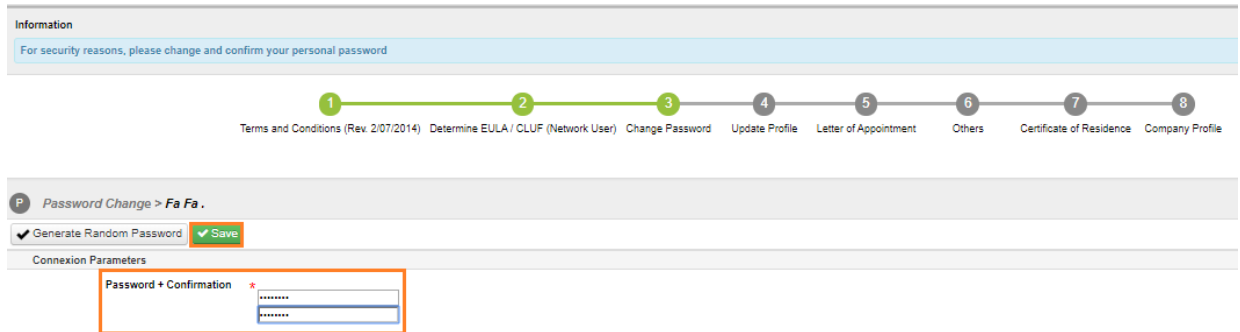
I reject the Terms and conditions

SPH Supplier Portal Manual

Page 9 of 26

9. System will prompt you to change password. Please enter your new password twice on each box and click Save.

*Password must be 8 characters long with at least any of the 3 criterions:
1 capital letter, 1 lowercase, 1 numeric and / or 1 special character.*



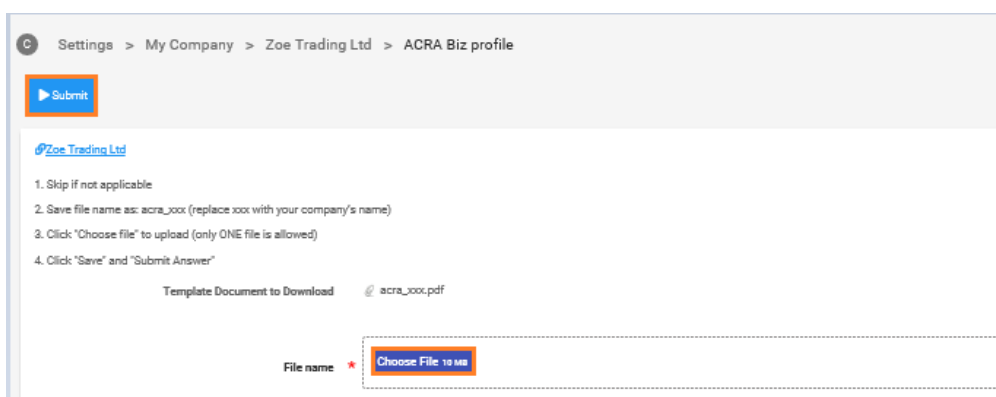
After resetting the password successfully, please proceed to update company profile.

Chapter 4: Certifications

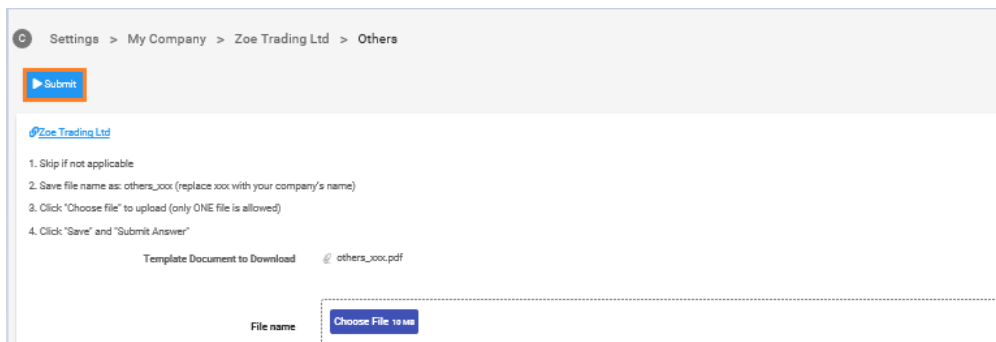
The system will prompt you to provide supporting documents of your company and accounting information

Note: System does not allow reversing the steps to amend or reattach the supporting documents.

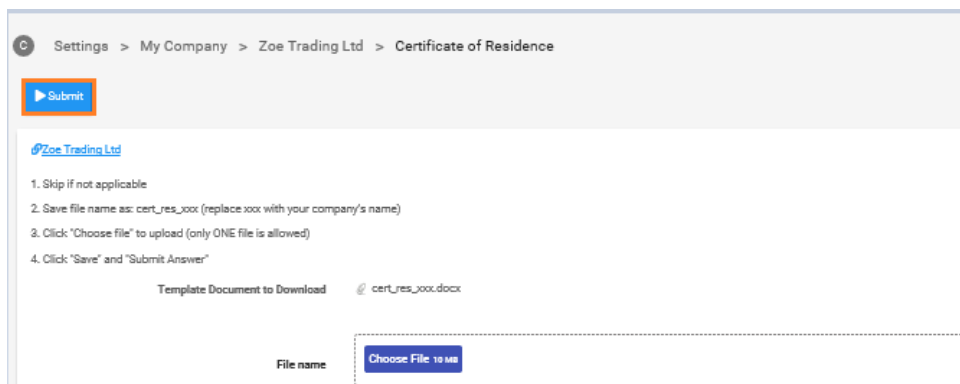
1. **ACRA Biz Profile** (Mandatory for Singapore registered company. If not applicable, click “Submit” to skip) – Please have your document ready for upload as you are not allow to reverse the steps
 - i. Click Choose file to upload file
 - ii. Click Submit



2. **Others** (not applicable, click Submit to skip)

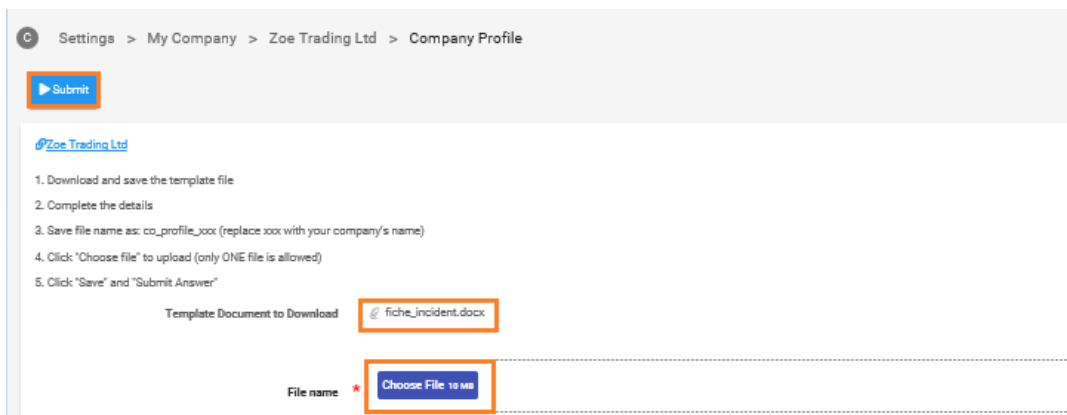


3. Certificate of Residence (not applicable, click Submit to skip)



4. Company Profile (Mandatory)

- i. Download the company profile form under “Template Document to Download”
- ii. Fill in the company profile form
- iii. Click Choose file to upload the completed form (pls rename your file as “yourcompanyname.doc”)
- iv. Click Submit



5. Letter of Appointment

eg. Appointed as a distributor for a specific brand

- i. Click Choose file to upload file & click Submit to submit
- ii. If not applicable, click Submit to skip

Settings > My Company > Zoe Trading Ltd > Letter of Appointment

[Submit](#)

[Zoe Trading Ltd](#)

1. Skip if not applicable
2. Save file name as: letter_appt_xxx (replace xxx with your company's name)
3. Click "Choose file" to upload (only ONE file is allowed)
4. Click "Save" and "Submit Answer"

Template Document to Download [letter_appt_xxx.pdf](#)

File name [Choose File to use](#)

Settings > Certifications

Enter text to search All Custom filters Clear filters

Status	Certification Label	File name	Document Expiration Date	Certification Level	Activation status
Certified	ACRA Biz profile	company_profile_mar_2020_(1).pdf			Enabled
Processed	Company Profile	company_profile_mar_2020_(1).pdf			Enabled
Processed	Certificate of Residence				Enabled
Processed	Others				Enabled
Processed	Letter of Appointment				Enabled

6. Click the Submit for Registration

Settings > My Company > Zoe Trading Ltd

[Submit for Registration](#) [Edit](#)

1. NEW 2. SUPPLIER UPDATE 3. TO SEND 4. IN APPROVAL

Identification

Name and coding

Supplier Name 1 Zoe Trading Ltd

Supplier Name 2

Description Printing Job

Contact

Web Site (URL) <http://www.testing.com>

Phone 65000000

Email

Fax 65000000

Identification

Country SGP

Legal Form Singapore

ACRA Number S96582ZH12

GST Number 99999999

7. Certification is Completed

Settings > Certifications

Enter text to search

All

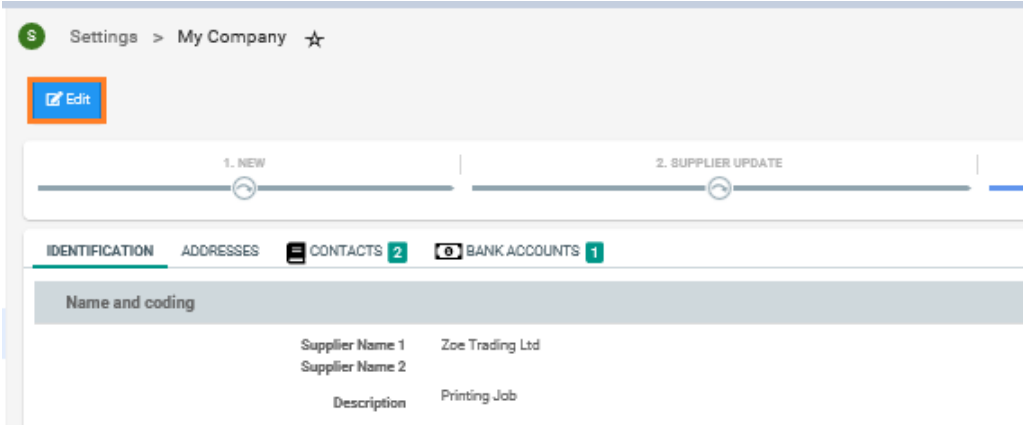
Custom filters

Clear filters

Status	Certification Label	File name	Document Expiration Date	Certification Level	Activation status
Certified	ACRA Biz profile	company_profile_mar_2020_(1).pdf			Enabled
Processed	Company Profile	company_profile_mar_2020_(1).pdf			Enabled
Processed	Certificate of Residence				Enabled
Processed	Others				Enabled
Processed	Letter of Appointment				Enabled

Chapter 5: Update of Company Profile (Existing/New Supplier)

1. Click Edit



Settings > My Company ☆

Edit

1. NEW | 2. SUPPLIER UPDATE

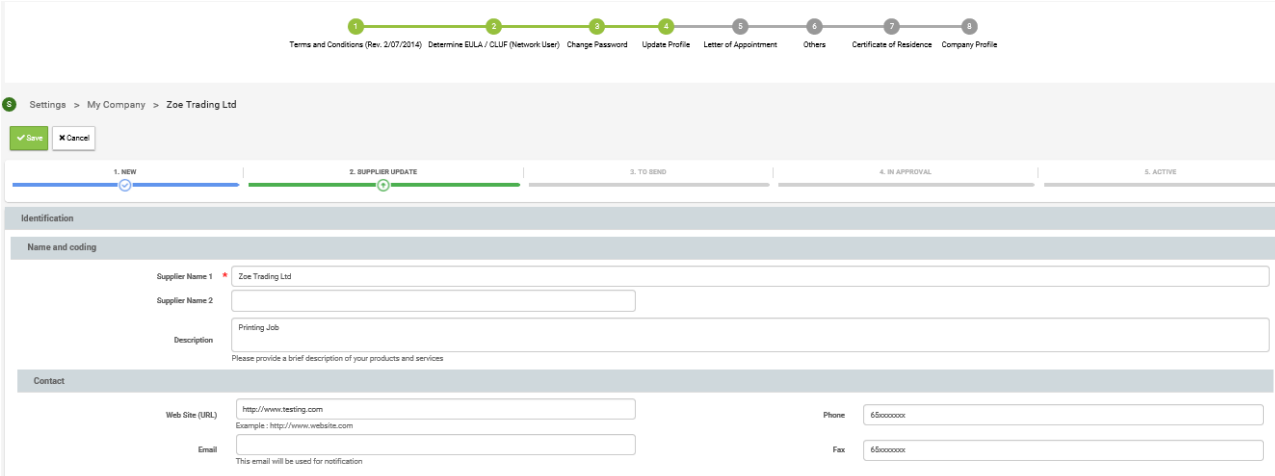
IDENTIFICATION ADDRESSES CONTACTS 2 BANK ACCOUNTS 1

Name and coding

Supplier Name 1	Zoe Trading Ltd
Supplier Name 2	
Description	Printing Job

2. Enter the below fields and Click Save

- Supplier Name 1
- Description (Provide a brief description of your company profile)
- Website
- Phone
- Email – **Note: All SPH notifications will be sent to this official email address**
- Fax
- Country
- GST Number (only applicable for Singapore entity)
- ACRA/UEN Number (only applicable for Singapore entity)
- Street (Address)
- ZIP code
- City



1. NEW 2. SUPPLIER UPDATE 3. TO SEND 4. IN APPROVAL 5. ACTIVE

Terms and Conditions (Rev. 2/07/2014) Determine EULA / OLU (Network User) Change Password Update Profile Letter of Appointment Others Certificate of Residence Company Profile

Settings > My Company > Zoe Trading Ltd

Save **Cancel**

Identification

Name and coding

Supplier Name 1 * Zoe Trading Ltd

Supplier Name 2

Description Printing Job

Please provide a brief description of your products and services

Contact

Web Site (URL) Example: http://www.website.com

Phone

Email This email will be used for notification

Fax

Identification

Country * SINGAPORE

Legal Form * Singapore

GST Number * GST12345
Please enter N/A if your company is not GST Registered

ACRA Number * S865832412
Please enter N/A if your company is not ACRA Registered

Management Rules

Product Classification

Addresses

Mailing Address

Street * 123 ABC Street

Address 2

Address 3

ZIP Code * 12345

City * Singapore

Region

3. After clicking save, Scroll down to Contacts to input contact personnel information. *(This will be the point-of-contact between your company and SPH.)*

Click New

Contacts

Activation status	Contact Type	First Name	Middle name	Last Name	Phone	Email

+ New

4. Enter the below contact details and click save

- a. Last Name (Surname)
- b. First Name
- c. Contact Type
- d. Phone
- e. Fax
- f. Email

New Contact

Save **Cancel** **Help**

Identification

Supplier Zoe Trading Ltd

Contact Type * ☒ Other ☐ Sales Person ☐ Accounting Clerk

Title Ms

First Name * Zoe

Middle name

Last Name * Tan

Contact Information

Phone 6500000000

Fax 6500000000

Email * testing@xxx.com

5. Click Submit for Registration

Information

Please enter the requested information about your company

1

2

3

4

5

6

7

8

Terms and Conditions (Rev. 2/07/2014) Determine EULA / OLUF (Network User) Change Password Update Profile Letter of Appointment Others Certificate of Residence Company Profile

Settings > My Company > Zoe Trading Ltd ☆

✓ Submit for Registration

Go

Other Actions

1. NEW

2. SUPPLIER UPDATE

3. TO SEND

4. IN APPROVAL

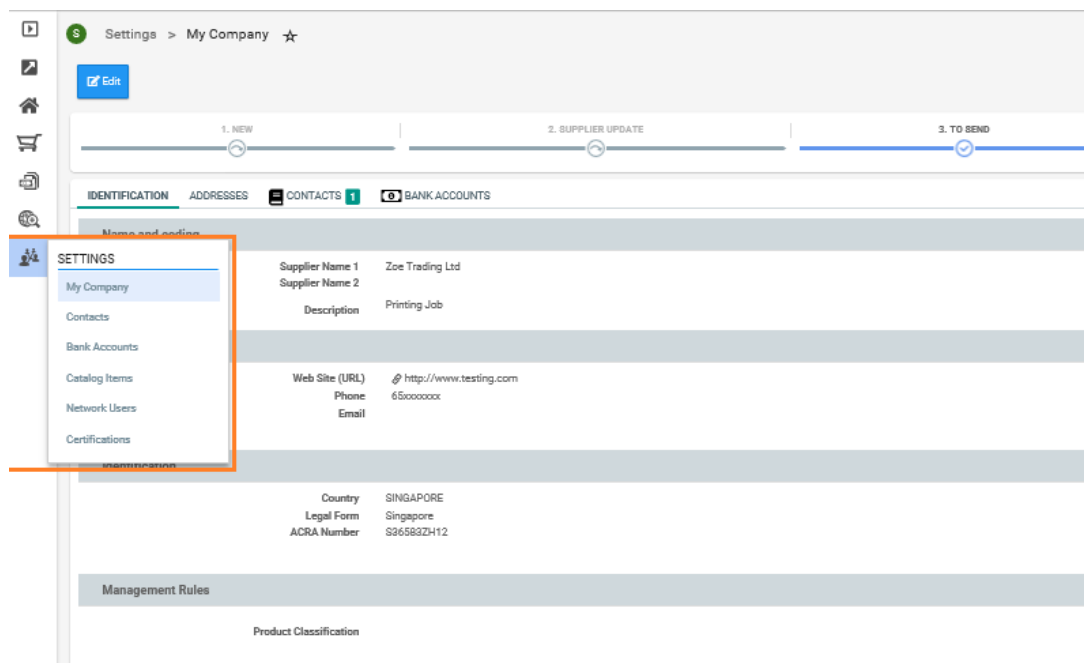
5. ACTIVE

Chapter 6: Profile Maintenance – Settings

Supplier's profile can be maintained and amended by the supplier where applicable. This can be maintained under the "Settings" tab.

Steps and Procedures:

1. Click Settings
2. Click "My Company". You can maintain the basic information of the company



Settings > My Company

1. NEW | 2. SUPPLIER UPDATE | 3. TO SEND

IDENTIFICATION | ADDRESSES | CONTACTS 1 | BANK ACCOUNTS

My Company

Supplier Name 1: Zoe Trading Ltd

Supplier Name 2: Printing Job

Description: Printing Job

Web Site (URL): <http://www.testing.com>

Phone: 650000000

Email:

Country: SINGAPORE

Legal Form: Singapore

ACRA Number: S36583ZH12

Management Rules

Product Classification

3. Update Identification/Addresses
 - i. Click Edit to update
 - ii. Once completed the update, click Save

Settings > My Company ☆

Edit

1. NEW 2. SUPPLIER UPDATE 3. TO SEND 4. IN APPROVAL 5. ACTIVE

IDENTIFICATION ADDRESSES CONTACTS 1 BANK ACCOUNTS

Name and coding

Supplier Name 1 Zoe Trading Ltd
Supplier Name 2
Description Printing Job

Contact

Web Site (URL) http://www.testing.com
Phone 65xxxxxxx
Email
Fax 65xxxxxxx

Identification

Country SINGAPORE
Legal Form Singapore
ACRA Number S36583ZH12
GST Number *****

Management Rules

Product Classification

DOCUMENTS NOTES

Settings > My Company > Zoe Trading Ltd (TP10)

Save **Cancel**

1. NEW 2. SUPPLIER UPDATE 3. TO SEND 4. IN APPROVAL 5. ACTIVE

IDENTIFICATION **ADDRESSES**

Mailing Address

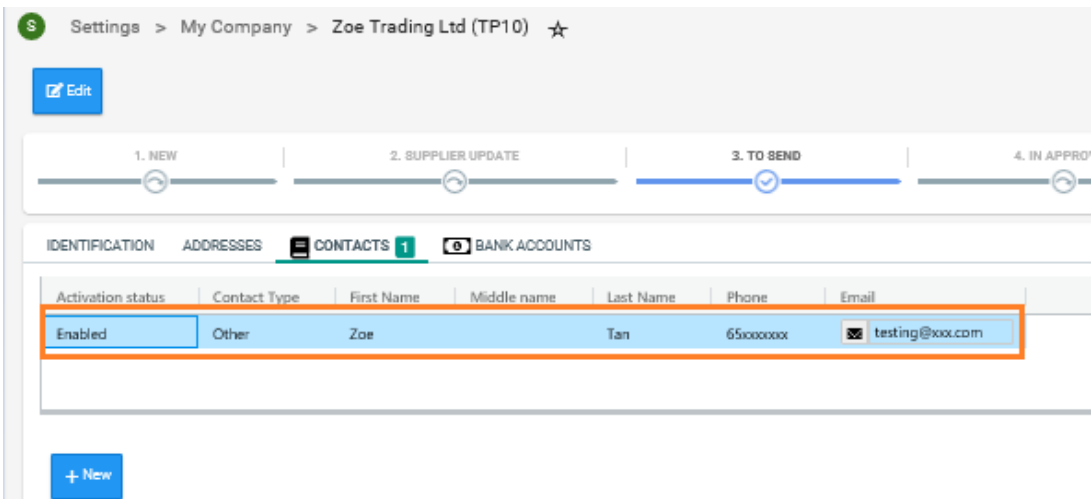
Street * 123 ABC Street
Address 3
ZIP Code * 12345
Region
Address 2
City * Singapore

Processing Information

Yearly Turnover	S\$ 0.00	Yearly Turnover (local currency)	S\$ 0.00
Spent the last 12 months	S\$ 0.00	Spent the last 90 days	S\$ 0.00
Spent the last 3 years	S\$ 0.00	Running Spent over 1 year	0 %

4. Contacts

i. Click the contact record to update



Settings > My Company > Zoe Trading Ltd (TP10) ☆

[Edit](#)

1. NEW | 2. SUPPLIER UPDATE | 3. TO SEND | 4. IN APPROVAL

IDENTIFICATION | ADDRESSES | **CONTACTS 1** | BANK ACCOUNTS

Activation status	Contact Type	First Name	Middle name	Last Name	Phone	Email
Enabled	Other	Zoe		Tan	65xxxxxxx	✉ testing@xxx.com

[+ New](#)

ii. Click Edit to amend or delete the existing contact

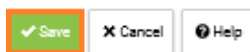


[Ok](#) [Delete](#) [Edit](#) [Help](#) [Deactivate](#)

Identification

Supplier	Zoe Trading Ltd	Title	Ms
Contact Type	Other	First Name	Zoe
		Middle name	Tan
		Last Name	

iii. Click Save once done



[Save](#) [Cancel](#) [Help](#)

iv. To add new contact, click New

Settings > My Company > Zoe Trading Ltd (TP10) ☆

[Edit](#)

1. NEW | 2. SUPPLIER UPDATE | 3. TO SEND

IDENTIFICATION ADDRESSES **CONTACTS 1** BANK ACCOUNTS

Activation status	Contact Type	First Name	Middle name	Last Name	Phone	Email
Enabled	Other	Zoe		Tan	65xxxxxxx	testing@xxx.com

[+ New](#)

5. Bank Account

i. Click New to add bank account

Settings > My Company > Zoe Trading Ltd (TP10) ☆

[Edit](#)

1. NEW | 2. SUPPLIER UPDATE | 3. TO SEND

IDENTIFICATION ADDRESSES CONTACTS 1 **BANK ACCOUNTS**

Activation status	Account #	Country	Bank Account Type	Currency	Bank	Default Bank Account
-------------------	-----------	---------	-------------------	----------	------	----------------------

[+ New](#)

- ii. Click Save once done
- New Bank Account

SaveCancelHelp

Description

Company

Account # * 54127458

Supplier [Zoe Trading Ltd](#)

Country * SINGAPORE

The country's selection determines which control will be required for IBAN

Currency SGD (S\$)

Bank Account

Bank Account Type

Bank * 7144, Standard Chartered Bank

Account information

IBAN

Bank Account

Account Holder

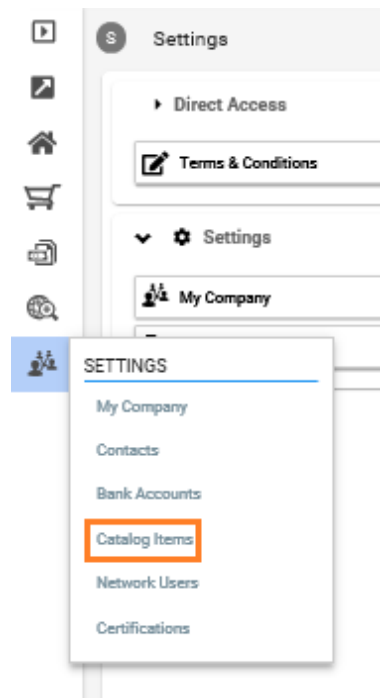
Voided Check [Choose File 10240 KB](#)

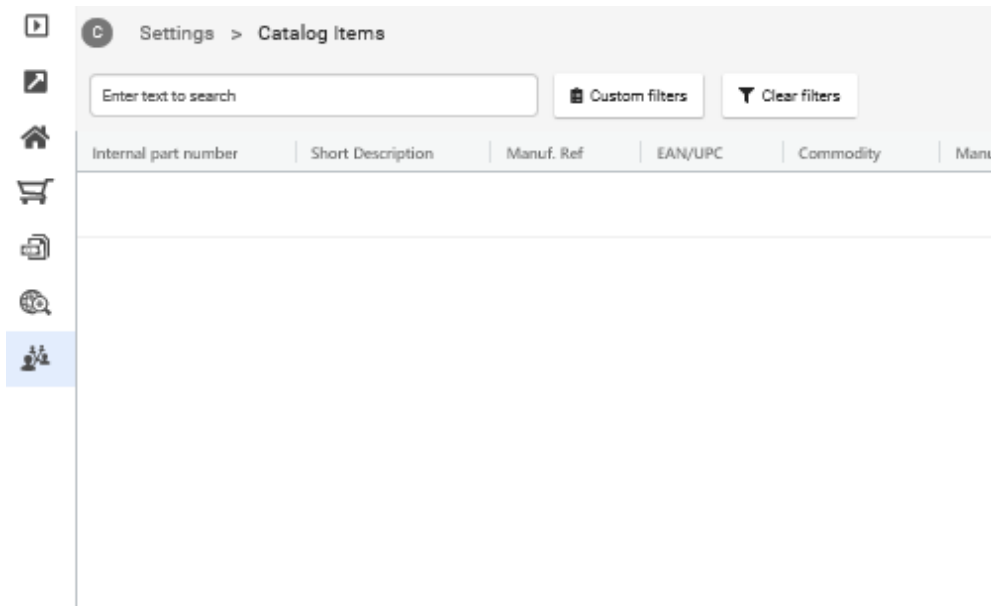
Default Bank Account

Bank Key

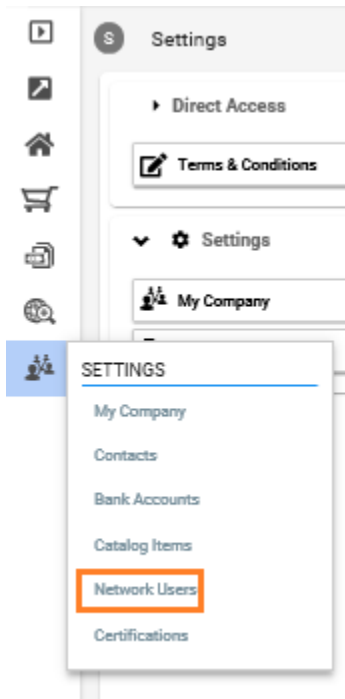
Payment Mode ☒ 1 Cheque
☐ 2 Demand Draft
☐ 3 Bank Transfer
☐ 4 GIRO

6. Catalog Items – Not applicable





7. Network Users – Users who are authorised to access and transact in the Supplier Portal. Each company is only entitled up to **maximum 4 accounts**. Log-in user name (email) must be unique in order to access the portal



- i. Double-click on the existing contact to edit

Settings > Network Users

Enter text to search

Contact	Country	Internal manager	First name	Middle name	Last Name	Position	Phone/Fax	email	Activation status
SINGAPORE			Zoe		Tan			sphsupplier28@gmail.com	Enabled

ii. Click Edit to amend

Settings > Network Users > Zoe Tan

iii. Update and click Save

Settings > Network Users > Zoe Tan

User

Contact

Country SINGAPORE

Internal manager

Title

First name * Zoe

Middle name

Last Name * Tan

Title
Enter the job title of the network user

Position
Enter a short description of the user's job duties

Contact Information

Phone/Fax

Fax

Mobile

email * sphsupplier28@gmail.com

Authorizations

Active User ☒ Auto-Invoicing ☒ Approver ☐ Payments ☐ Access to supplier data ☒ Certification management ☒ PO Management ☒ User Administration ☒ Catalog Management ☐ Mobile Application ☒ Bid/RFQ Answering ☐ Receipts

Connection Parameters

Note:

- Under Authorizations: User Administrator is the person who receives the SPH on-boarding email (to administer the account(s) in your company
- To change the User Administrator, select "User Administration" check box

iv. To add new Network User to access supplier portal, Click New

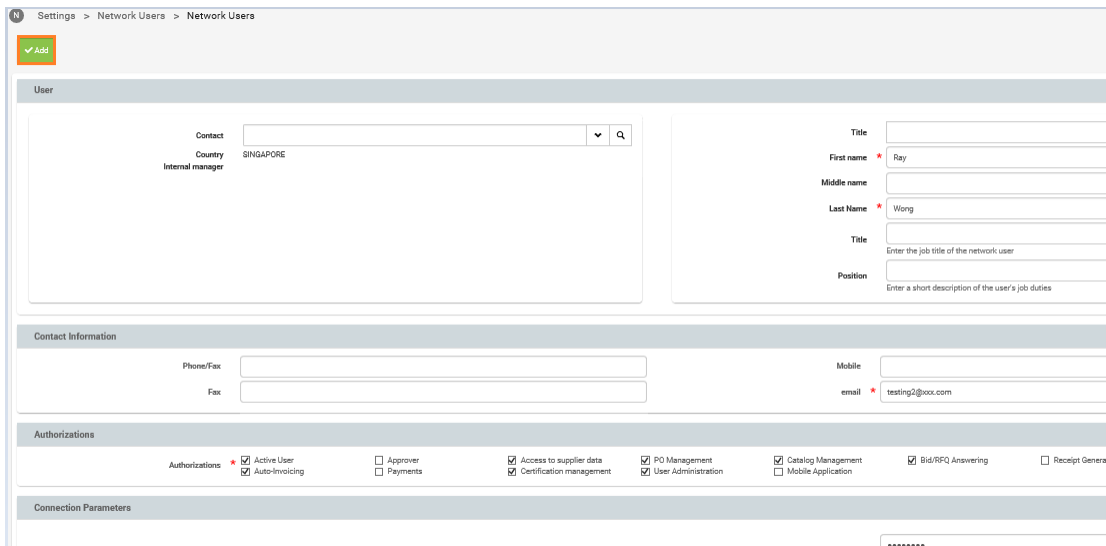


v. Fill in all the relevant information (marked asterisk *)

Login Identifier = email address

*Password must be 8 characters long with at least any of the 3 criterions:
1 capital letter, 1 lowercase, 1 numeric and / or 1 special character.*

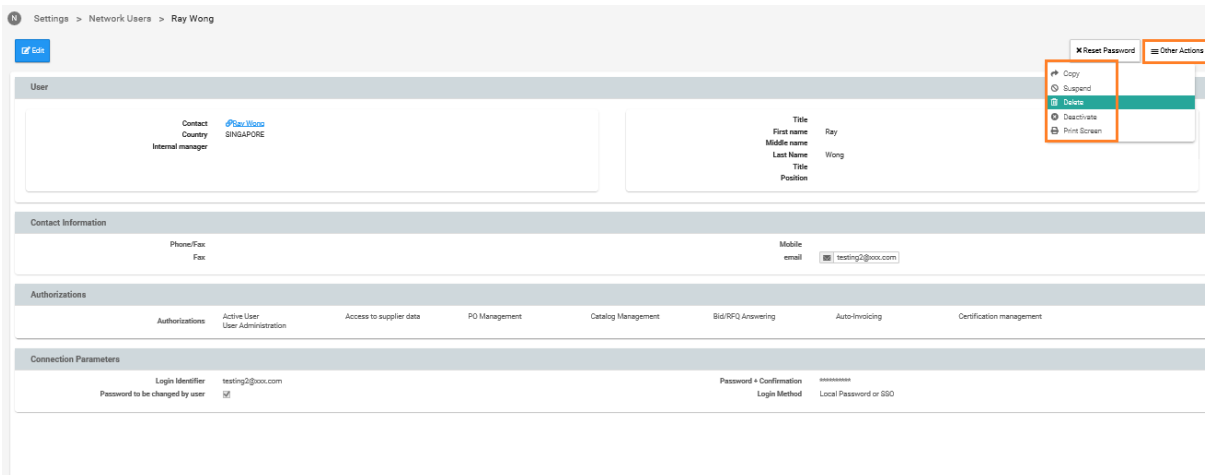
vi. Click Add once done



Authorizations: To maintain the access rights of authorised personnel to the SPH Supplier portal.

- a. Active User – Active account to the Supplier Portal
- b. Access To Supplier Data – Allow authorization to maintain its own company data
- c. PO Management – Allow authorization to maintain and process purchase order received
- d. Catalog Management – Allow authorization to maintain catalogue items
- e. Bid / RFQ Answering – Allow authorization to access bidding and RFQ
- f. Receipt Generation – Allow authorization to generate delivery order / good receipts to SPH
- g. Auto Invoicing – Allow authorization to generate invoice to SPH.
- h. Payment – Function not used in Supplier Portal. **Do not select!*
- i. User Administration – Allow authorization to maintain network user accounts for your own company. Having this authorization allow user to add, maintain and delete accounts accessing SPH supplier portal.

- vii. To suspend, delete or deactivate user account, click on the network user, click Other Actions and select the respective action



The screenshot shows the 'Settings > Network Users > Ray Wong' page. It contains several sections: 'User' (with contact and title details), 'Contact Information' (with phone and mobile email), 'Authorizations' (a table of permissions), and 'Connection Parameters' (with login details). In the top right corner, there is a 'Reset Password' button and an 'Other Actions' dropdown menu. The 'Other Actions' menu is open, showing options: 'Copy', 'Suspend', 'Delete', 'Deactivate', and 'Print Screen'. The 'Delete' option is highlighted with a green bar.

For assistance, please email to P2P Supplier Portal Support Team :
sph_p2p_supplier@sph.com.sg.