

Classifieds User Guide

There are 7 types of **Classifieds** postings:

Looking for Products/ Services – Looking for products and services. Members of the Public may only post in this category of Classifieds. The other categories will require Members to login to post.

Announcements –Broadcasting of company’s matters like Annual General Meeting, appointment of directors, dividends announcements, major shareholders movement etc...

Business Collaboration – Looking for and offering of business collaboration.

iProperties Exchange – Looking and selling of properties, sublet and assign of premises.

Job Listings – Looking and offering of jobs.

Promotions – Products or services promotions.

Tenders and Quotations – Announcements on open and close of tenders and looking for quotations of products and services from industrialists.

Login to Member Services using SingPass ID.

- 1) Click on "**Classifieds**".
- 2) Click on "**Business Name**".



The screenshot shows the HUB for Business Member Zone interface. The top navigation bar includes 'BizHome', 'Products', 'Companies', 'Classifieds', 'Public Applications', and 'About HBiz'. A 'Member Zone' banner is visible. The left sidebar contains 'My Member Services' and 'My Business Directory'. The main content area shows 'Home > Member Home > Company Selection' and a table with columns 'Business Name', 'UEN', and 'Premise Address'. A table with one row is shown, containing 'HBIZ SAMPLE PTE. LTD.', '200902009M', and 'Blk 8 LOR 8 TOA PAYOH, #08-88, S (319261)'. Two callouts are present: '1' points to the 'Classifieds' link in the sidebar, and '2' points to the 'Business Name' column header in the table.

Go to Corporate Zone **Member Zone**

BizHome Products Companies Classifieds Public Applications About HBiz

Welcome ncc,
Go to Member Zone >>
Logout >>

My Member Services

- Master Accounts
- Supplementary Accounts
- Request New Master User Accounts

My Business Directory

- Inbox
- Companies
- Products
- Classifieds**
- Enquiry
- Contact Us

Home > Member Home > Company Selection

Company Selection

Please select the account to edit Classifieds

Business Name	UEN	Premise Address
HBIZ SAMPLE PTE. LTD.	200902009M	Blk 8 LOR 8 TOA PAYOH, #08-88, S (319261)

3) Select “**Announcements**”

4) Click on “**Post Classified**” button.

The screenshot shows a web interface for adding a new classified listing. At the top, a breadcrumb trail reads: Home > Member Home > Company Selection > Classifieds. Below this is a green header with the text "Add a New Classified". The main form area contains a "Post a new" dropdown menu with "Announcements" selected, and a "Post Classified" button. A "Show only" dropdown menu also has "Announcements" selected. Below these are four columns: "All" (with an unchecked checkbox), "Subject", "Listing Date", and "Message Expiry Date". A message below the columns states "No classifieds for Announcements found!". At the bottom, there are "Delete" and "Cancel" buttons. Circled numbers 3 and 4 are used as callouts: 3 points to the "Announcements" option in the dropdown, and 4 points to the "Post Classified" button.

5) Enter the “**Subject ***”.

6) Enter the “**Contact Person ***”.

7) Enter the “**Contact No. ***”.

8) Enter the “**Fax**”.

9) Enter the “**Email ***”.

10) Enter the “**Message Expiry Date ***”.

Subject * :
 ← (5)

Contact Person * :
 ← (6)

Contact No. * :
 ← (7)

Fax:
 ← (8)

Email * :
 ← (9)

Message Expiry Date * :
 ← (10)

11) Click on “**Browse...**” button to add picture of product.

12) Click on the name of picture.

- Name of picture must be in one word. Rename the name of picture or replace the blank space with underscore “_” as shown below if necessary.
- The size of picture must be equal or less than 50kb.

13) Click on “**Open**” button.

The screenshot shows a 'Choose file' dialog box with the following details:

Name	Size	Type	Date Modified
Polo_shirt_front.jpg	18 KB	JPEG Image	22/04/2009 1:44 PM

At the bottom of the dialog, the 'File name' field contains 'Polo_shirt_front.jpg' and the 'Files of type' dropdown is set to 'Pictures (*.gif, *.jpg)'. The 'Open' button is circled with the number 13. Below the dialog, the 'Browse...' button is circled with the number 11.

Picture :
 The picture must be in jpg/gif format with size limit of 50kb.
 The Administrator reserves the right to edit/reject any pictures.

14) Enter the “**Message ***”.

15) Click on “**Preview and Submit**” button.

Message * :

HBiz Sample ← 14

2488 characters left

Save as Draft || **Preview and Submit** || Cancel

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15) Click on “**Submit**” button.

My Classifieds Preview

Announcements



Subject: Annual General Meeting

Message Details

Message : HBiz Sample
Message Expiry Date : 30/06/2009

Contact Details

Contact Person : Jone
Contact No. : 61234567
Fax No. : 61234567
Email Address : test@hdb.gov.sg

Amend || Save as Draft || Print || **Submit** || Cancel

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Successful submission page

My Classifieds Successful Submission

[You can view the posting here.](#)
[To put up another posting, please click here](#)

If you need further assistance, please do not hesitate to call our hotline at 1800-8663077.

To view the Classifieds, follows the steps indicated below:

- 1) Click on “Classifieds”.
- 2) Click on “DETAILS >>”.

HUB for Business
www.hbiz.com.sg

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[Home > Classifieds](#)

Classifieds [Find out how to put your notice here ?](#)

Latest Classifieds

[Announcements](#)
Annual General Meeting
HBiz Sample



POSTED ON 24-JUN-2009
BY **TENCHI INTERNATIONAL PTE. LTD. (JONE)**

[DETAILS >>](#)

Announcement Page

HUB for Business
www.hbiz.com.sg

Go to Corporate Zone **Business Zone**

BizHome Products Companies Classifieds Public Applications About HBiz

Search Classifieds
for:
in: All Categories


Login with SingPass

For Tax Invoice, ePersonal
company directory
updates and other
services.
Request Access to

Classifieds
» Announcements
» Business
Collaboration
» iProperties E
» Job Listings
» Promotions
» Tenders and
Quotations

View Classified [close](#) or Esc Key

Announcements



POSTED ON 24-JUN-2009

Contact Details

Business Name
TENCHI INTERNATIONAL PTE. LTD.

Contact Person
Jone

Contact Number
61234567

Fax Number
61234567

Email
test@hdb.gov.sg

Annual General Meeting
HBiz Sample

[DETAILS >>](#)

UN-2009
PHATIONAL
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