

Companies User Guide

HBiz's Members are able to create their company web pages in HBiz by simply completing and submitting the Companies form.

Login to Member Services using SingPass ID.



Go to Corporate Zone

Member Zone

The screenshot shows the HBiz Member Zone interface. At the top, there is a navigation bar with tabs for BizHome, Products, Companies, Classifieds, Hubs, and About HBiz. Below this, there is a 'Member Home > Company Selection' breadcrumb. The main content area is titled 'Company Selection' and contains the instruction 'Please select the account to edit Business Directory'. A table lists business details:

Business Name	UEN	Premise Address
HBIZ SAMPLE PTE LTD	12345678M	BLK 8 LOR 8 TOA PAYOH, #08-08 S(310008)

Numbered callouts: 1 points to the 'Companies' link in the left sidebar; 2 points to the 'HBIZ SAMPLE PTE LTD' link in the table; 3 points to the 'sample' text in the 'Website Name in HBiz' input field; 4 points to the text area for the message.

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

About Us

Website Name in HBiz * : ← 3

Message:
 ← 4

characters left

- 3) Enter the "**Website Name in HBiz**".
 - The **Website Name** must be in one word.
 - Enter only alphabetical and/or numeric characters.
 - The **Website Name** must be unique and will not be accepted if it is used by other Members.

Website Name is a simple and direct way to access Member's web pages in HBiz as compare to the use of search engine. Members only have to enter the **Website Name** in

the **Address** bar of browser and the browser will direct Members to their company web pages.

4) Enter the “**Message**”.

Contact Details

5) → **Business Name *** :
HBIZ SAMPLE PTE L

Business Address:
This will be listed in directory and used when search by location
6) → Bk 8 LOR 8 TOA PAYOH, #06-12, S(310008)

Other address:
Block : 1
Unit/Level : # 01 - 01
Street : Orchard Road
Postal * : 682012

7) ←

Contact Person * :
Jone ← 8

Contact No. * :
61234567 ← 9

Fax:
61234567 ← 10

Email * :
sample@hdb.gov.sg ← 11

Website:
www.sample.com.sg ← 12

5) Enter the “**Business Name ***”.

6) Tick the premise address to display as **Business Address**.

7) Tick and enter the address of “**Other Address**” to be displayed.

8) Enter the “**Contact Person ***”.

9) Enter the “**Contact No. ***”.

10) Enter the “**Fax**”.

11) Enter the “**Email ***”.

12) Enter the “**Website**”. A link will be provided to direct online users to your own company “**Website**” by showcasing it in HBiz.

Our Business

Select Main Categories *

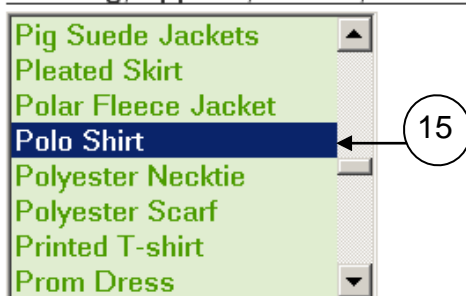


[Ctrl + click to select multiple categories]



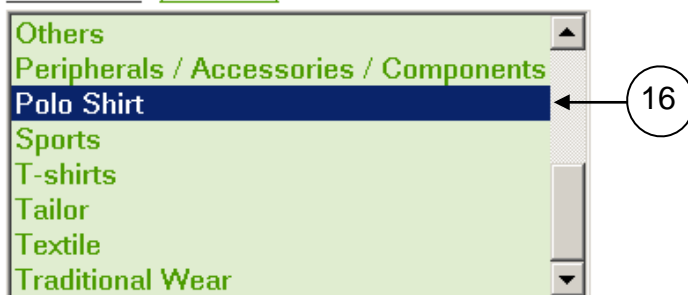
Select Sub Categories

Clothing, Apparel, Gloves, Hats and Caps [\[Remove\]](#)



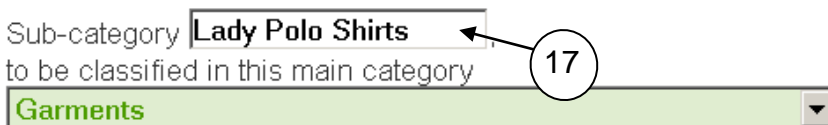
[Ctrl + click to select multiple categories]

Garments [\[Remove\]](#)



[Ctrl + click to select multiple categories]

Or Suggest one Sub Category:



13) Select the **Main Categories**.

- Press on the **Ctrl** key and click to select more than one **Main Category**.

14) Click on “**Show Sub Categories**” button.

15) Select the **Sub Categories**.

- Press on the **Ctrl** key and click to select more than one **Sub Category**.

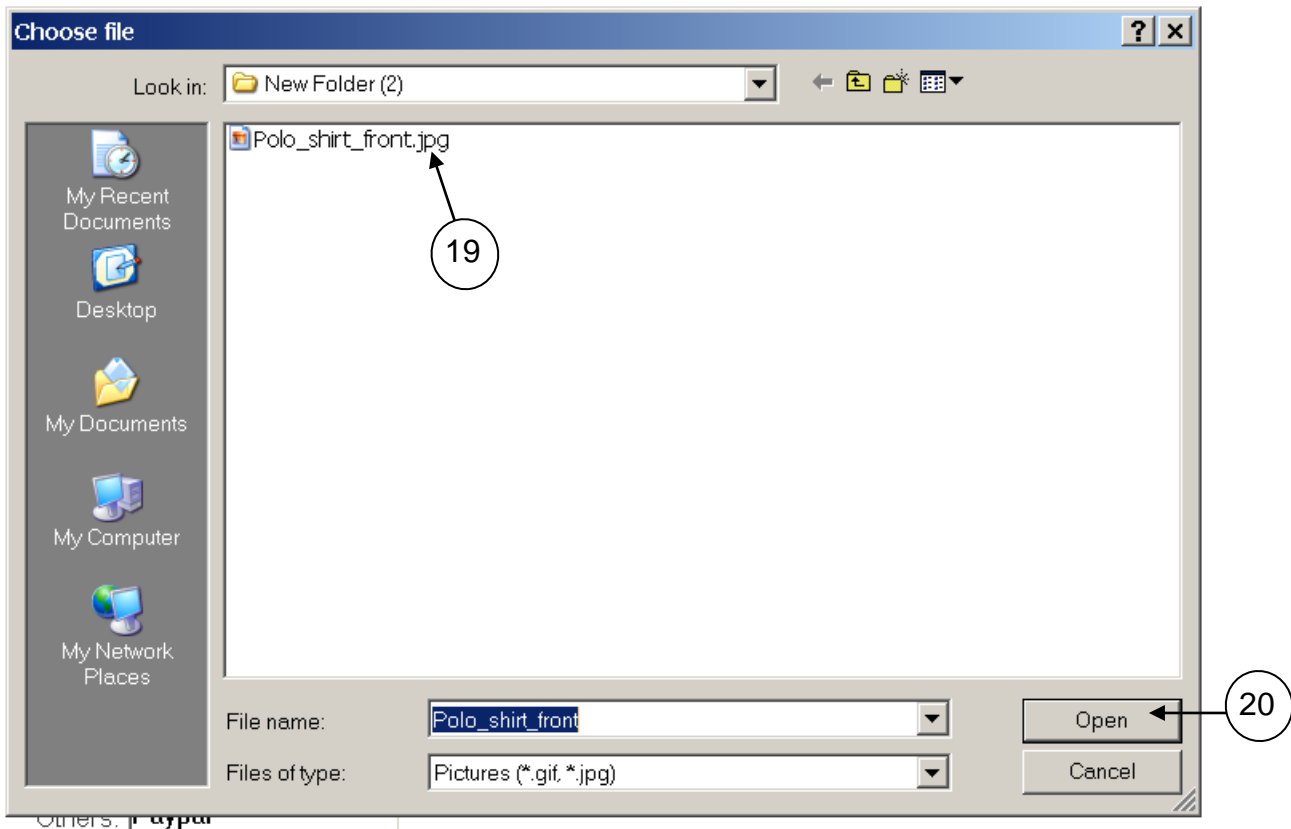
16) Suggest a **Sub Category** if there is no suitable one.

17) Select a **Main Category** after suggestion of **Sub Category**.

Picture:

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

O:\New Folder (2)\Polo **Browse...** [\[View uploaded image\]](#)



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

19) 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.

20) Click on “**Open**” button.

Keyword:

Polo ← 21

Nature of Business:

Polo Shirt Sample ← 22

2483 characters left

Our Profile:

Polo Shirt ← 23

2490 characters left

Available Payment Modes:

Personal Cheque Cashier Cheque or Money Order
 Cash Credit Card(Visa, MasterCard) ← 24

Others: Paypal ← 25

21) Enter the “**Keywords**”.

- When online users use the search engine to search, keywords will help to increase the chances of Members to showcase their information.
- Separate each keyword with a comma.

22) Enter the “**Nature of Business**”.

23) Enter the “**Our Profile**”.

24) Tick the “**Available Payment Modes**”.

25) Enter other mode of payment for “**Others**”.

Operating Hours

Show Operating Hours
 Do Not Show Operating Hours ← 26

26) Select “**Do Not Show Operating Hours**”.

- For business that is operational all the times.

Operating Hours

Show Operating Hours ← 27
 Do Not Show Operating Hours

27) Select “**Show Operating Hours**”.

- For business that is operational at certain hours of the day(s).
- Applicable to commercial shop-houses, restaurants, eateries, delivery businesses, consultation business etc...

Display Message:
 ← 28

Open: (HH:MM)
 ← 29

Close: (HH:MM)
 ← 30

Closed On :
 ← 31

32

Save as Draft || Preview and Submit || Cancel

28) Enter the “Display Message”.

29) Enter the “Open”.

- Opening time of business.

30) Enter the “Close”.

- Closing time of business.

31) Enter the “Closed On”.

- The day when the business is closed.

32) Click on “**Preview and Submit**”.

Companies Preview



About Us

Test Sample

Contact Details

Business Name : HBIZ SAMPLE PTE LTD
Business Address : Blk 8 LOR 8 TOA PAYOH, #08-08, S(310008)
Blk 1 Orchard Road, #01-01, S(682012)
Contact Person : Jone
Contact No. : 61234567
Fax No. : 61234567
Email Address : sample@hdb.gov.sg
Website : www.sample.com.sg

Our Business

Business Category : Clothing, Apparel, Gloves, Hats and Caps
Garments
Nature of Business : Polo Shirt Sample
Profile : Polo shirt
Available Payment : Personal Cheque
Modes : Cash
Credit Card(Visa, Master Card)
Paypal

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

33

33) Click on "Submit".

Successful Submission Page



[Go to Corporate Zone](#)

Member Zone

[BizHome](#) | [Products](#) | [Companies](#) | [Classifieds](#) | [Hubs](#) | [About HBiz](#)

[Print Friendly](#)

Home > Member Home > Company Selection > Companies

Companies Successful Submission

You can view the [posting here](#) .
To update other companies, [please click here](#).

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

Manage My Account

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

Business @ HBiz

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

To view your company page, choose the following methods:

Method 1

HBIZ BUSINESS ZONE - HBiz Sample Pte Ltd - Windows Internet Explorer provided by HDB Explorer

http://www.hbiz.com.sg/sample

HBIZ SAMPLE PTE LTD [REPORT ABUSE](#) • [HBIZ](#)

[About Us](#) | [Our Products](#) | [Enquiries](#) | [Contact Us](#)

Welcome to **HBIZ SAMPLE PTE LTD**

Our Business

BUSINESS CATEGORY	Clothing, Apparel, Gloves, Hats and Caps Garments
NATURE OF BUSINESS	Polo Shirt Sample

Contact

BLK 8 LOR 8 TOA PAYOH, #08-08, S(310008)
Tel. 61234567
Fax. 61234567
Email. sample@hdb.gov.sg

CONTACT PERSON Jone

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1. Simply enter the “**Website Name**” for the address.

Method 2



Go to Corporate Zone **Business Zone**

BizHome Products Companies **Classifieds** Hubs About HBiz

Search: ● Products ● Companies ● Classifieds ● Google
for: HBiz Sample Pte Ltd

Welcome SAMPLE,
Go to Member Zone
Logout

Newsflash
04 Mar 2011 "Report Abuse" on postings in HBiz
[more](#)

Links

Home >

Latest

Products

- Mechanical Components Message Master 4000
- Garden Flowers Arrangement
- Chemical Sunshine
- Electronic Components Message Master 4000

Companies

- Others*
CKZ CONSULTANTS GROUP
- Mechanical Components*
CHOY HONG PRIVATE LIMITED
- Packaging*
TIONG HWA HENG

- 1) Go to "Business Zone".
- 2) Select "Companies".
- 3) Enter the search criteria.
- 4) Click on search icon.



Go to Corporate Zone **Business Zone**

BizHome Products Companies **Classifieds** Hubs About HBiz

Login with SingPass
For Tax Invoice, eRenewal, company directory, products updates and other free on-line services.
[Request Access to Account](#)

Search Companies
for:
in: All Categories All Sub Categories
@ All Estates

[Print Friendly](#)

Home > Search Companies

Companies [Find out how to put your company here ?](#)

Search results for "HBiz Sample Pte"

1. **[HBIZ SAMPLE PTE LTD](#)**
Blk 8 Lor 8 Toa Payoh, #08-08 S(310008) [Map](#)
 61234567 <http://www.sample.com.sg>
 61234567 sample@hdb.gov.sg

[more](#)

Total Records Found: 1 Records

5) Click on the **Company Name**.

Member's web pages in HBiz

HBiz Business Zone - HBiz Sample Pte Ltd - Windows Internet Explorer provided by HDB Explorer

http://www.hbiz.com.sg/sample

File Edit View Favorites Tools Help

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[About Us](#) [Our Products](#) [Enquiries](#) [Contact Us](#)

Welcome to **HBIZ SAMPLE PTE LTD**

Our Business

BUSINESS CATEGORY	Clothing, Apparel, Gloves, Hats and Caps Garments
NATURE OF BUSINESS	Polo Shirt Sample

Products

	
Polypropylene Sand Bag	Jumbo Bag

Contact

BLK 8 LOR 8 TOA PAYOH, #08-08 S(310008)
Tel. 61234567
Fax. 61234567
Email sample@hdb.gov.sg

CONTACT PERSON Jone

[Recommend to Friend](#)

Internet 100%