

Enquiry User Guide

You may customize the Enquiry form for use as Enquiry, e-Quotation or Online Order form. Online customers are able to select from the list of our Members products and add to the enquiry basket before completing and submitting the form. You will then be notified through email or you may also retrieve the Enquiry from Member Services Inbox.

Customization of Enquiry

Login to Member Services using SingPass ID.

- 1) Click on "Enquiry".
- 2) Click on "Business Name".
- 3) Select "Show Enquiry" or "Do not Show Enquiry".



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 Enquiry

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

Home > Member Home > Company Selection > Enquiry

My Enquiry

My Enquiry last updated on: 16/06/2009 13:03:56

My Enquiry last updated by: CHONG CHUN CHEH (ZHANG JUNJIE)

Enquiry Display

or Email Account

Any correspondence from this form will be sent to your personal email account.

4) Enter your **Email Account**.

- Members will be able to receive email notifications after online customers submit the **Enquiry** form.

5) Select **“Enquiry”**, **“e-Quotation”** or **“Online Order”** as the Title of your **Enquiry** form.

6) By default **“Unit Price”**, **“Quantity”** and **“Price”** are ticked. Untick to choose not to display the column in the **Enquiry** form.

Send Submission to your Email Account

Any correspondence from this form will be sent to your personal email account.

calvin@fourierlab.com

Title

Choose the title to use Enquiry e-Quotation Online Order

Table

Customize the table by selecting the fields to be shown.

S/N	Product Name	Unit Price <input checked="" type="checkbox"/>	Quantity <input checked="" type="checkbox"/>	Price <input checked="" type="checkbox"/>
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To remove unwanted Contact Detail(s)

7) Select the field. Press **Ctrl** key if more than one field are to be selected.

8) Click the **“Remove Selected Fields”** button.

To add Contact Detail(s)

9) Enter the **Contact Detail**.

10) Click on **“Add”** button.

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

Contact Details

Customize the fields for your customer contact details. By default Company Name, Address, Contact Person, Contact No., Email, and Fax are used.

The screenshot shows the 'Contact Details' configuration window. A list of fields is shown on the left: Company Name, Address, Contact Person, Contact No., Email, and Fax. A callout '7' points to the 'Company Name' field. Below the list is a 'Remove Selected Fields' button with a callout '8' pointing to it. Below the button is the text '[Ctrl + click to select multiple fields]'. Below the button is an input field with a callout '9' pointing to it, and an 'Add' button with a callout '10' pointing to it. At the bottom are three buttons: 'Save Changes', 'Preview and Submit', and 'Cancel'. A callout '11' points to the 'Preview and Submit' button.

12) Click on “**Save Changes**” button.

Home > Member Home > Company Selection > Enquiry

My Enquiry Preview

e-Quotation

S/N	Product Name	Unit Price	Quantity	Amount
1.	Product A	\$10 per box	<input type="text"/>	0

Contact Details

- 1. Company Name :
- 2. Address :
- 3. Contact Person :
- 4. Contact No. :
- 5. Email :

Enquiry Message

Character Count: 0

|| || ||

Successful Submission Page

Home > Member Home > Company Selection > Enquiry

My Enquiry Successful Submission

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


How online customers use Enquiry form

- 1) Select “Companies”.
- 2) Enter the search criteria.
- 3) Click the search icon.
- 4) Click on the Company Name.



Go to Corporate Zone **Business Zone**

BizHome Products Companies Classifieds Public Applications About HBiz



Search: ● Products ● **Companies** ●
Classifieds
for:  **3**

today

Home > **2**

Latest

Products

-  Agriculture Brush Cutter
-  Bathroom Fittings and Accessories Automatic Tap

Companies

- Engineering Service
LIM KANG LOONG, KELVIN (LIN KANGLUN, KELVIN)



Go to Corporate Zone **Business Zone**

BizHome Products Companies Classifieds Public Applications About HBiz




Search Companies
for:  **4**


in:
@

Home > Search Companies

Companies

Search results for “HBiz”:

- 1. HBIZ SAMPLE PTE LTD**  61234567  <http://www.sample.com.sg>  61234567 **more ↗**

Find out how to put your company here 

Member's home page in HBiz

- 5) Click on "Add to Enquiry Basket" page.
- 6) Click on "Enquiries".

HBIZ SAMPLE PTE LTD HBIZ

About Us **Our Products** **Enquiries** **Contact Us**



Welcome to **HBIZ SAMPLE PTE LTD**
Our Business *Test Sample*

BUSINESS CATEGORY	Clothing, Apparel, Gloves, Hats and Caps, Garments	
NATURE OF BUSINESS	Polo Shirt Sample	
OUR PROFILE	Polo shirt	
ACCEPTED PAYMENT MODES	Personal Cheque, Cash, Credit Card(Visa, Master Card), Paypal	

Products

	
Polo Shirt Sample Add to Enquiry Basket	Phone Add to Enquiry Basket

Contact

Blk 13 LOR 8 TOA PAYOH, #06-12, S(319261)
Blk 1 Orchard Road, #01-01, S(682012)
Tel. 61234567
Fax. 61234567
Email. test@hotmail.com
<http://www.sample.com.sg>
CONTACT PERSON Jone

To remove the product from the Enquiry form

- 7) Tick the product.
- 8) Click on “Remove From Basket”.
- 9) Enter the “Quantity”.
- 10) Enter the “Email”.
- 11) Enter the “Contact No.”.
- 12) Enter the “Contact Person”.
- 13) Enter the “Address”.
- 14) Enter the “Company Name”.
- 15) Enter the “Enquiry Message”.
- 16) Enter the “Answer” base on the image of **captcha**.
- 17) Click on “Submit” button.

e-Quotation

	S/N	Product Name	Unit Price	Quantity	Amount
<input checked="" type="checkbox"/>	1.	Phone	\$250.0 /	<input type="text" value="2"/>	\$500
<input type="checkbox"/>	2.	Polo Shirt Sample	\$20.0 / Shirt	<input type="text" value="2"/>	\$40


[Remove From Basket](#)

Contact Details

1. Email :
2. Contact No. :
3. Contact Person :
4. Address :
5. Company Name :

Enquiry Message

characters left

 Answer * :

Successful Submission Page

HBIZ SAMPLE PTE LTD			HBIZ
About Us	Our Products	Enquiries	Contact Us



Enquiry Successful Submission



Retrieve Enquiries email

Members who have registered their email account are able to receive the email notification with the **Contact Details** of the customers.

From: <hbiz_admin@hdb.gov.sg>
Date: 2009/6/25
Subject: Message From HBiz
To: calvin@fourierlab.com.sg
Cc: hbiz_admin@hdb.gov.sg

Dear Sir/Madam,

e-Quotation

Products

Product Name	Unit Price	Quantity	Amount
Phone	\$250.0	2	\$500.0
Polo Shirt Sample	\$20.0 Shirt	2	\$40.0

Contact Details

Email : test@hdb.gov.sg
Contact No. : 61234567
Contact Person : Jone
Address : Blk 1, Orchard Rd #01-01 S123456
Company Name : Test Sample
Message : Test Sample

Regards
Web Administrator

Retrieve Enquiries by login into Member Services

Login to Member Services using SingPass ID.

- 1) Click on “**Inbox**”.
- 2) Click on “**Enquiry**”.
- 3) Click on “**x**” to close window.



[Go to Corporate Zone](#) **Member Zone**

BizHome | Products | Companies | Classifieds | Public Applications | About HBiz

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My Business Directory

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Home > Member Home > Inbox

My Inbox

<input type="checkbox"/>	Application Type	Sender	Message	Date Created	
<input type="checkbox"/>	1	Enquiry	Jone	Test Sample	25/06/2009 11:23:37
<input type="checkbox"/>	2	Enquiry	asdfa sdf	asdfa sdfasdf asdfasdfa afsda	16/06/2009 13:19:35

1 points to the 'Inbox' menu item. 2 points to the 'Enquiry' row in the table.

View Enquiry

e-Quotation

S/N	Product Name	Unit Price	Quantity	Amount
1	Phone	\$250.0 /	2	\$500.0
2	Polo Shirt Sample	\$20.0 / Shirt	2	\$40.0

Contact Details

- 1. Email : test@hdb.gov.sg
- 2. Contact No. : 61234567
- 3. Contact Person : Jone
- 4. Address : Blk 1, Orchard Rd #01-01 S123456
- 5. Company Name : Test Sample

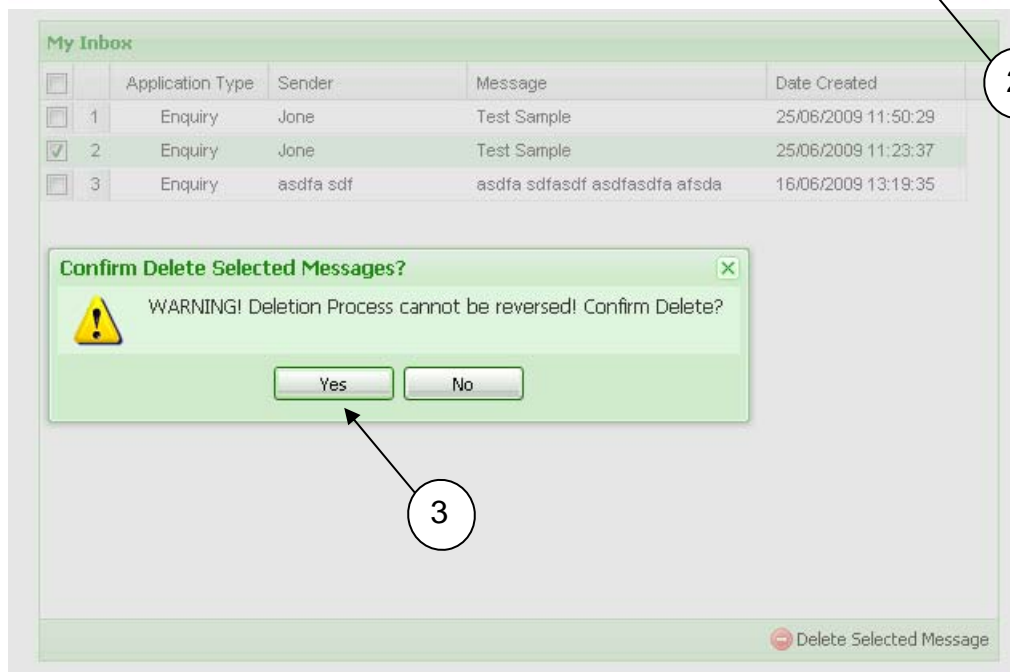
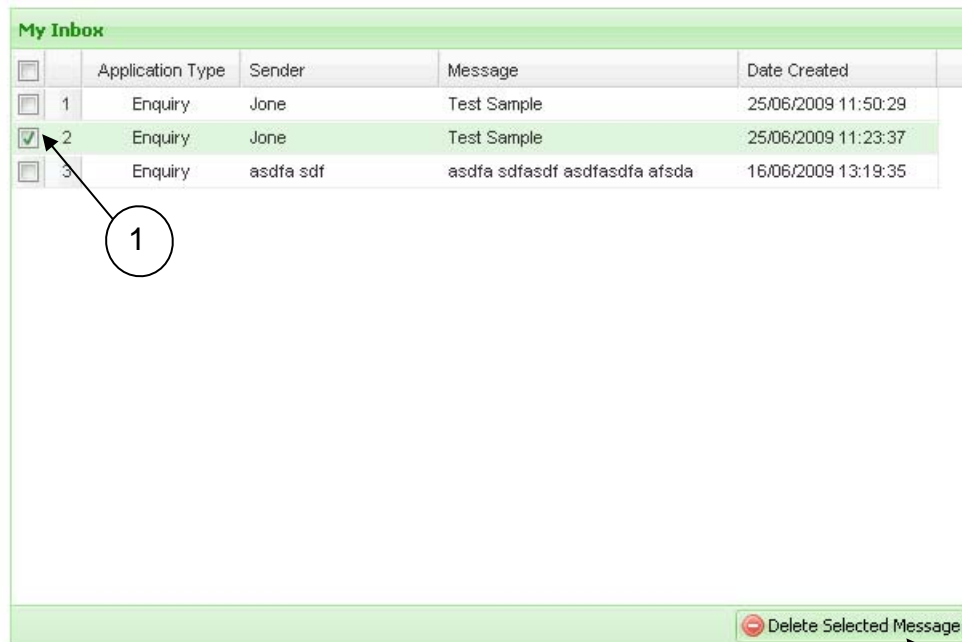
Enquiry Message

Test Sample

3 points to the close button (x) in the top right corner of the window.

Delete message from Inbox

- 1) Tick the “**Message**”.
- 2) Click on “**Delete Selected Message**”.
- 3) Click “**Yes**”.
- 4) Click “**OK**”.



My Inbox

<input type="checkbox"/>	Application Type	Sender	Message	Date Created	
<input type="checkbox"/>	1	Enquiry	Jone	Test Sample	25/06/2009 11:50:29
<input checked="" type="checkbox"/>	2	Enquiry	Jone	Test Sample	25/06/2009 11:23:37
<input type="checkbox"/>	3	Enquiry	asdfa sdf	asdfa sdfasdf asdfasdfa afsda	16/06/2009 13:19:35

Message Deletion Success ✕
Messages successfully deleted.

OK


4

 Delete Selected Message

Message deleted

My Inbox

<input type="checkbox"/>	Application Type	Sender	Message	Date Created	
<input type="checkbox"/>	1	Enquiry	Jone	Test Sample	25/06/2009 11:50:29
<input type="checkbox"/>	2	Enquiry	asdfa sdf	asdfa sdfasdf asdfasdfa afsda	16/06/2009 13:19:35

 Delete Selected Message