

Products User Guide

HBiz's Members are able to showcase up to 200 **Products** with pictures in HBiz.

Login to Member Services using SingPass ID.



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Company Selection

Please select the account to edit Products

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

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1) Click on "Products".

2) Click on "Business Name".



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Add New Product

[Add New Product](#)

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Search for Products

Product Name:

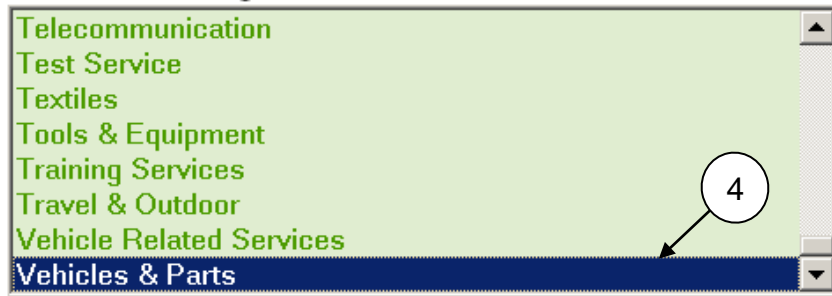
From:

To:

3) Click on “Add New Product” button.

Category Selection

Select Main Categories *



[Ctrl + click to select multiple categories]



Select Sub Categories

Advertising & Marketing Services [Remove]



[Ctrl + click to select multiple sub categories]

If none of these sub-categories is suitable, please suggest a new sub-category:

Sub-category to be classified in this main category

** Please Select **

4) Select the **Main Categories**.

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

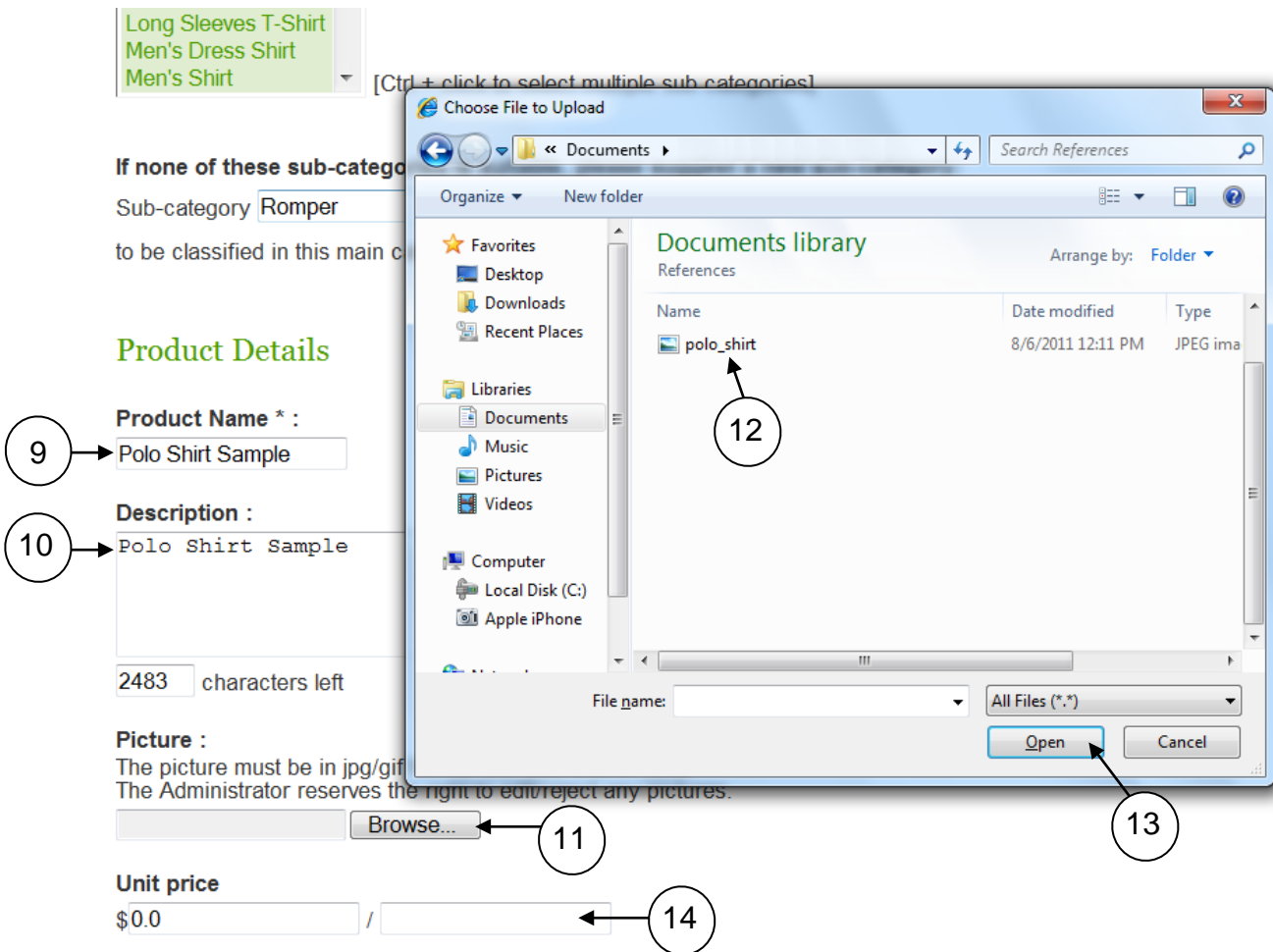
5) Click on “**Show Sub Categories**” button.

6) Select the **Sub Categories**.

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

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

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



9) Enter the “**Product Name ***”.

10) Enter the “**Description**”.

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.

14) Enter the “**Unit price**”.

- Example, \$12.0 / shirt

Contact Details

Contact Person * :

Jone

Contact No. * :

61234567

Fax :

61234567

Email * :

sample@hdb.gov.sg

15) Enter the “**Contact Person ***”.

16) Enter the “**Contact No. ***”.

17) Enter the “**Fax**”.

18) Enter the “**Email ***”.

Product Specifications

Brand	Manufacture Date	Material
Colour Available	Payment Mode	Shipment Cost
White		
Country Available	Warranty	Size
		S/M/L/XL/XXL
Delivery Lead Time	Price	Quality/Safety Certifications
Dimension	Weight	Supply Ability
Inner Packing	Origin	Minimum Order
Outer Packing	Model	

Add Specification:

Label :

Description :

GST: Inclusive

|| ||

19) Enter the “**Product Specifications**”.

- Add new **Specifications** if the default **Product Specifications** are insufficient or irrelevant.

20) Enter the “**Label**”.

21) Enter the “**Description**”

22) Click on “**Add**” button.

23) Select the **Specification** to remove.

24) Click on “**Remove**” button to remove.

25) Tick “**GST:Inclusive**” if price of product includes GST.

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



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My IPD Online Services

My Account Info

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E-Applications

- [My Transactions](#)
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My Products Preview



Category

Clothing, Apparel, Gloves, Hats and Caps : Polo Shirt

Product Details

Product Name : Polo Shirt Sample
Description : Polo Shirt Sample
Unit Price : \$12.0 / shirt

Specifications

Size : S/M/L/XL/XXL
Colour Available : White
Lady's Fit : Available

All prices are GST inclusive

Contact Details

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

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[Amend](#) || [Save as Draft](#) [Print](#) [Submit](#) [Cancel](#)

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Best Viewed in IE 7.0+ or Firefox 3.0+ in 1024 x 768 pixels

27) Click on “**Submit**” button.

Successful Submission Page



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My Product 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 product, follows the steps indicated below:

HUB for BUSINESS
WWW.HBIZ.COM.SG

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Business Zone

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Search Products

for:

in:

@

[Print Friendly](#)

Home > Products

Latest Products

[Home Appliances](#)
Mini Combi Oven

[Rubber & Plastic Products](#)
Rubber Magetic Sheet or Roll

[Clothing, Apparel, Gloves, Hats and Caps](#)
Tee
SJ-99 Dry Fit Poly

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

- 1) Click on “**Product**”.
- 2) Enter the search criteria.
- 3) Click on search icon.

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Search Products

for:

in:

@

[Print Friendly](#)

Home > Search Products

Products

[Find out how to put your products here](#) 

Search results for "Polo Shirt Sample":

1. [Polo Shirt Sample](#) ← 4

from Jone
Polo Shirt Sample
 61234567
 61234567
 sample@hdb.gov.sg



[more](#) ↗

Total Records Found: 1 Record

4) Click on **Product Name**.

Product Page

close or Esc Key

View Product

Polo Shirt Sample



Polo Shirt Sample

Description :
Polo Shirt Sample

[Recommend to Friend](#)

[Report Abuse](#)

POSTED ON 17/03/2011

Specifications

Unit Price
12.0 / shirt

Size
S/M/L/XL/XXL

Colour Available
White

Lady's Fit
Available

Lady's Fit
Available

All prices are GST inclusive

Contact Details

Contact Person
Jones