

ACRA Registered Companies, Sole Proprietors and Societies with UEN

Step 1: Obtain an E-Services Access Code (EASY)* from IRAS

Please click [here](#) to download the form

* An EASY code is a unique 8-digit alphanumeric Access Code issued to organisations to authorise their staff or third party to access government e-Services.

Step 2: Authorise your SingPass at IRAS EASY Portal

- Click [here](#) to access IRAS Easy
To begin the authorisation, click **SingPass** button.



- Enter the **SingPass ID** and **SingPass**. Click on **“Login”** button

- Select your UEN type, enter your **UEN no.** and the **e-Services Access Code**. Click on **“Log in”** button. For more information on UEN types, please refer to the UEN portal.

- To authorise, click on the **“Staff”** link.



- Select the Staff Tax Reference type and enter the **Staff Tax Reference No.** (usually NRIC No.)
 - Select **Accountant-General's Department (AGD)** for **Agency / Ministry**. Click on **“Next”** button.

- Select the AGD VendorsGov checkbox. Select the **‘Approver’** role and **Save**.

- The system will prompt if authorisation is successful.

Notes:

- You may authorise more than one SingPass via IRAS EASY Portal.
- Contact IRAS EASY administrator at 1800-356-8015 if you have further queries.

ACRA Registered Companies, Sole Proprietors and Societies with UEN

Step 3: Login to Vendors@Gov Portal

1 Click on the icon under "ACRA registered entities"



2 Login with SingPass and click on "Login" button

3 Select the correct UEN type, enter your **Organisation's UEN** and click on "Submit". For more information on UEN types, please refer to the UEN portal.

Step 4: Click on "Create New Vendor" to update your organisation's details and "Submit" for approval.

Notes:

- The company name provided at Vendors@Gov must be identical to the ACRA registered name. Letters and dots in your registered name, if any, such as 'LLP' or 'PTE, LTD.', must be included in your vendor record.
- The registered bank account at Vendors@Gov must be in the Company's or sole proprietorship's name.
- A hard copy of the [Direct Credit Authorisation \(DCA\) form](#) duly endorsed by the bank must be submitted to AGD if:
 - (a) you are a sole proprietor and your bank account is opened in your name;
 - (b) your bank account is not with DBS, POSB, UOB, OCBC, Far Eastern Bank or Citibank bank;
- It will normally take 3 working days from receipt of the form to process your application. You will receive an email notification once your vendor record is approved, and you can proceed to submit e-invoices via Vendors@Gov.