

Login Guide for Foreign Company/ Organisation without UEN

Step 1: Register with CorpPass

Prepare the following documents in soft copy for registration:

1. Business Registration Document
2. Personal Identification Document

Register as CorpPass Admin at <https://www.corppass.gov.sg>

- Go to 'Services' > 'Register for CorpPass' > 'Foreign Entity', click 'Register via Foreign ID'

Your registration may take 5 to 10 working days to be processed. After which, you may set up CorpPass 2FA (mobile app).

More information can be found [here](#).

Important Note

Please email the following to AGD [CorpPass_For_Vendors@agd.gov.sg], so that AGD can do the vendor mapping at Vendors@Gov:

- Entity ID (provided by CorpPass upon registration, e.g. C12345678X)
- Other existing Vendor IDs (e.g. Y123456)

Create CorpPass User accounts for other employees (if required)

- For a guide on how CorpPass Administrator can create a CorpPass User account, please click [here](#).
- Note: Select "Foreign ID" under Identity Type and the respective Country of Issuance

CorpPass Admin to Assign Vendors@Gov e-Service to Users

- Click on 'e-Service Access' tab and then 'Assign selected e-Services'
- Select the CorpPass user account(s) that you would like to assign the same Vendor ID to, then click 'Next'
- Select the Vendors@Gov e-Service, then click 'Next'
- Select the relevant Vendor ID to be assigned to the selected users, then click 'Next'
- Review and submit

Activate CorpPass User accounts

- CorpPass users have to set up CorpPass 2FA (mobile app)
- Please click [here](#) for a PDF guide on how to activate account and click [here](#) on how to set up CorpPass 2FA.

Step 2: Grant Users Access to Vendors@Gov and Set Up

Set up Vendors@Gov e-Service at CorpPass home page

- Login to CorpPass, click on 'e-Service Access' tab and then 'Select Entity's e-Services'
- Search for Vendors@Gov e-Service, select it and click 'Next'
- **Indicate all existing Vendor IDs (e.g. Y123456) and Entity ID (e.g. C12345678X)**
- Review and submit

Select Entity's e-Services



Some e-Services require additional information. Enter details to proceed.

* - denotes mandatory fields

| Govt Agency | e-Service | Additional Agency Check | Additional Details Required |
|---------------------------------------|--|-------------------------|-----------------------------|
| ACCOUNTANT-GENERAL'S DEPARTMENT (AGD) | VENDORSGOV - VENDORS ELECTRONIC INVOICES TO GOVERNMENT | | |

Vendor ID

1234567 ✖

1234568 ✖

1234569 ✖

➔ Add New

Step 3: Login to Vendors@Gov Portal

Click on the 'CorpPass' icon to login to [Vendors@Gov](#) Portal

