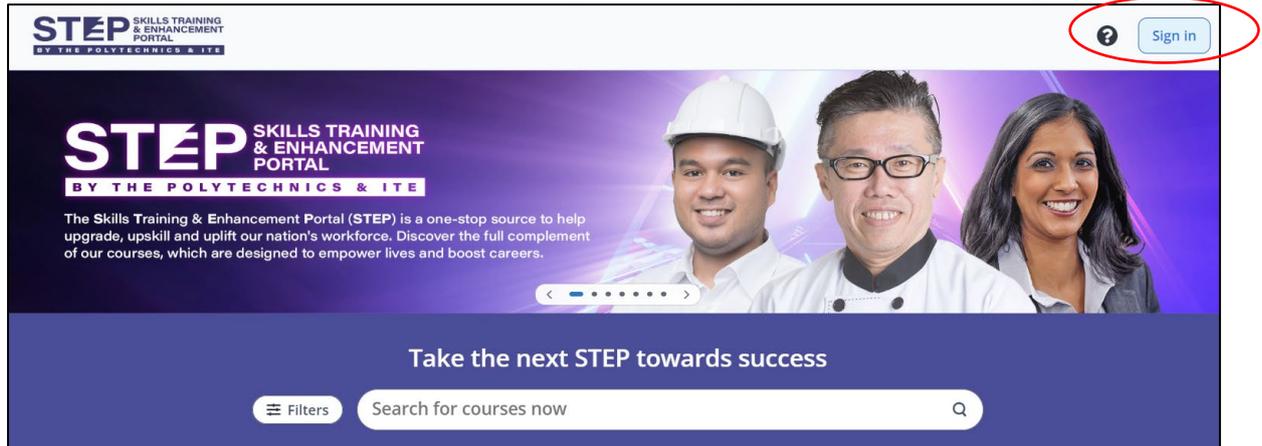


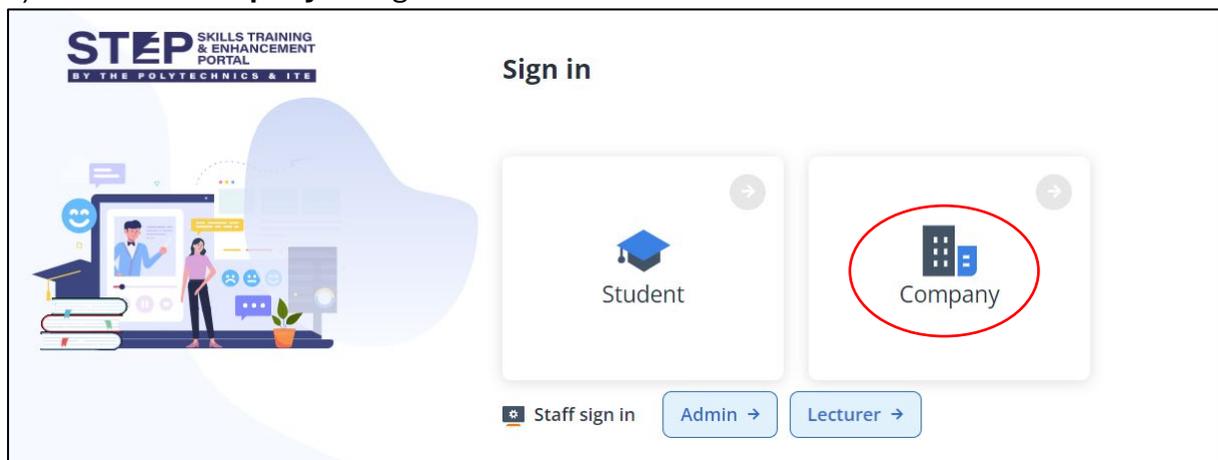
Guide for Company administrator on signing up staff for CET programmes (via bulk submit)

If this is your company's first time accessing our registration system, please register your company account by following this guide before proceeding with the step 2 below:
<https://stms.polite.edu.sg/kp/company/index.htm#!Documents/signup.htm>

- 1) Company access STEP website [STEP \(polite.edu.sg\)](https://stms.polite.edu.sg) and click on the **'Sign in'** button.



- 2) Click on **'Company'** to sign in.



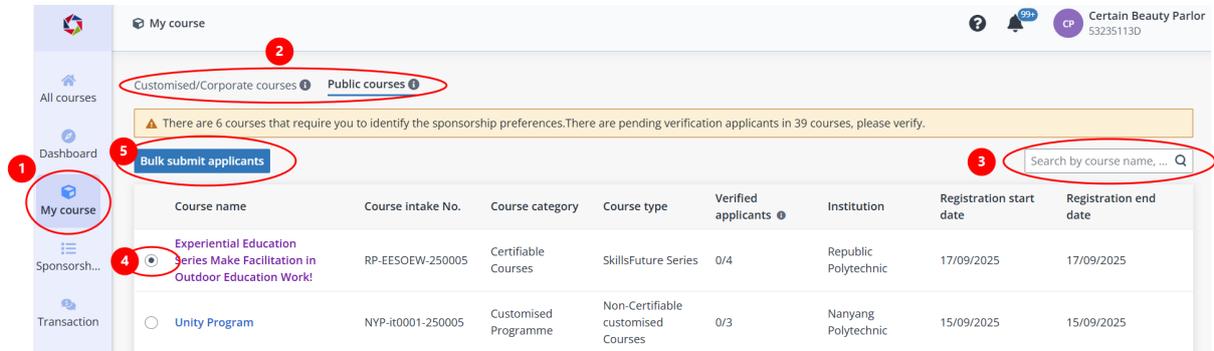
- 3) Click on **'Sign in with Corpass'**. You will be redirected to the Singpass sign-in page to sign in as business user.



4) Click on 'My course'.

Company can search for the course using the search function on the right.

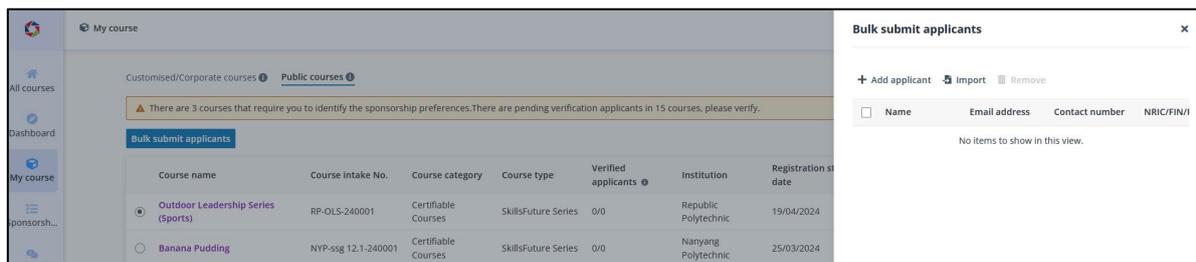
Click on the radio button next to the course name and then click on 'Bulk submit applicants'.



5) There are 2 options for bulk submit.

a) '+ Add applicant' – fill in staff information in the web page directly.

b) 'Import' – download an excel template to fill in staff information and upload.

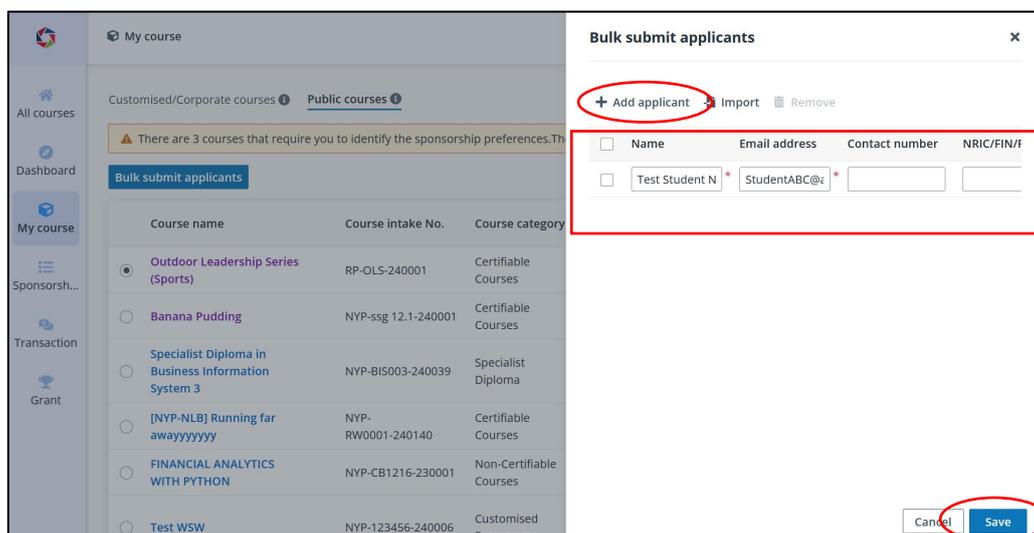


a) To fill in staff information in the web page directly, click on '+ Add applicant'.

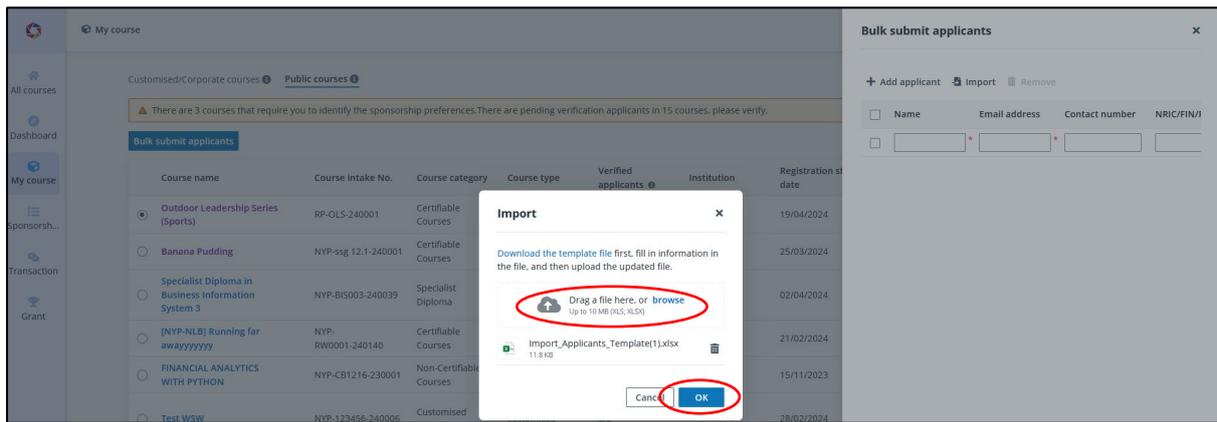
To add more rows, click on '+ Add applicant' again.

Fields mark with * are mandatory fields. (Different course will have different mandatory fields. Below screenshot is just an example.)

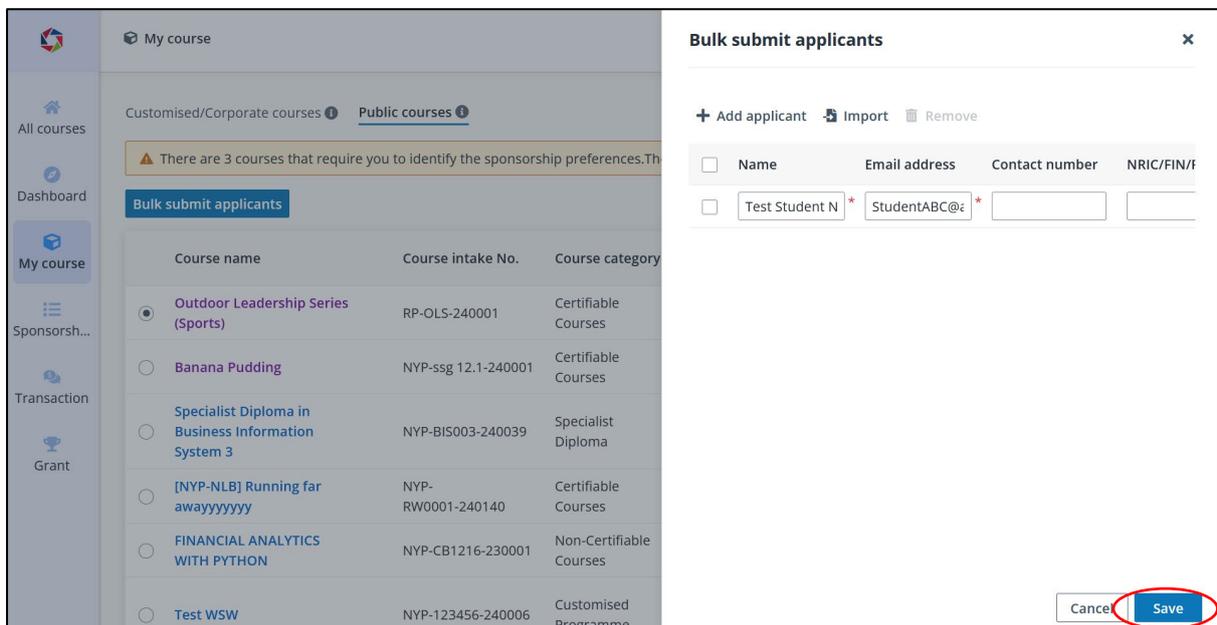
Click 'Save' when complete.



Click on **'browse'** to upload the completed excel template. Then click **'OK'**.

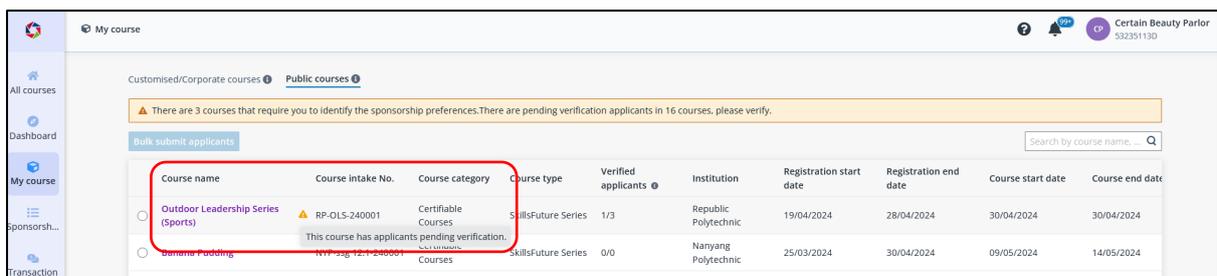


The data in the excel file will be populated. Click on **'Save'**.

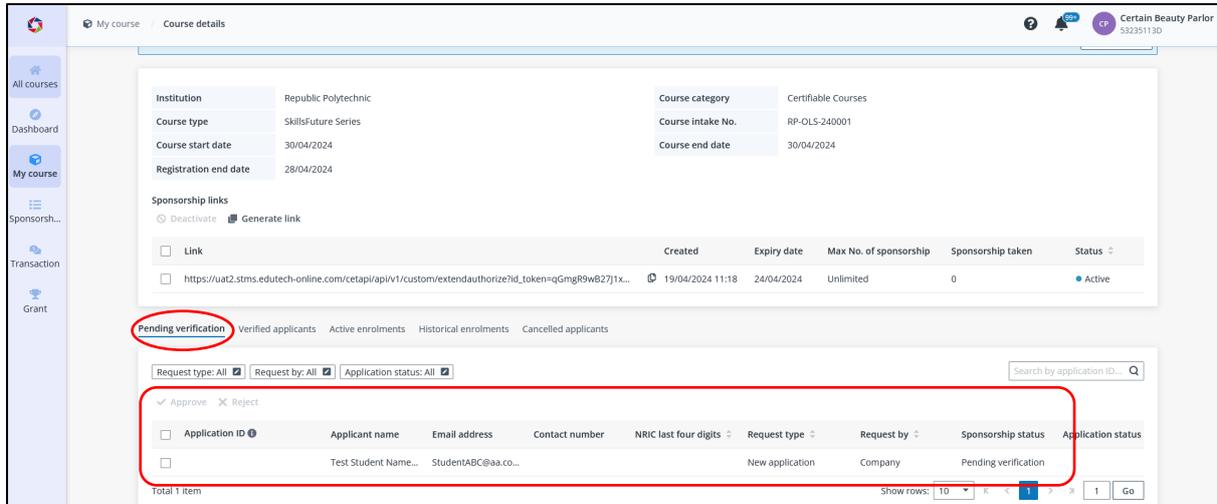


6) After bulk submitting the staff information, verifications of the records submitted are required. Select the course to proceed with verification.

Company will also see  next to the course name as reminder that there are applicants pending verification.



- 7) Records uploaded will be in the **‘Pending Verification’** tab.
 Select **‘Approve’** or **‘Reject’** the sponsorship of the corresponding staff.



- 8) Upon clicking **‘Approve’**, company will be prompted to key in additional details like sponsorship details, billing information Purchase Order (PO) number.

Purchase Order (PO) number

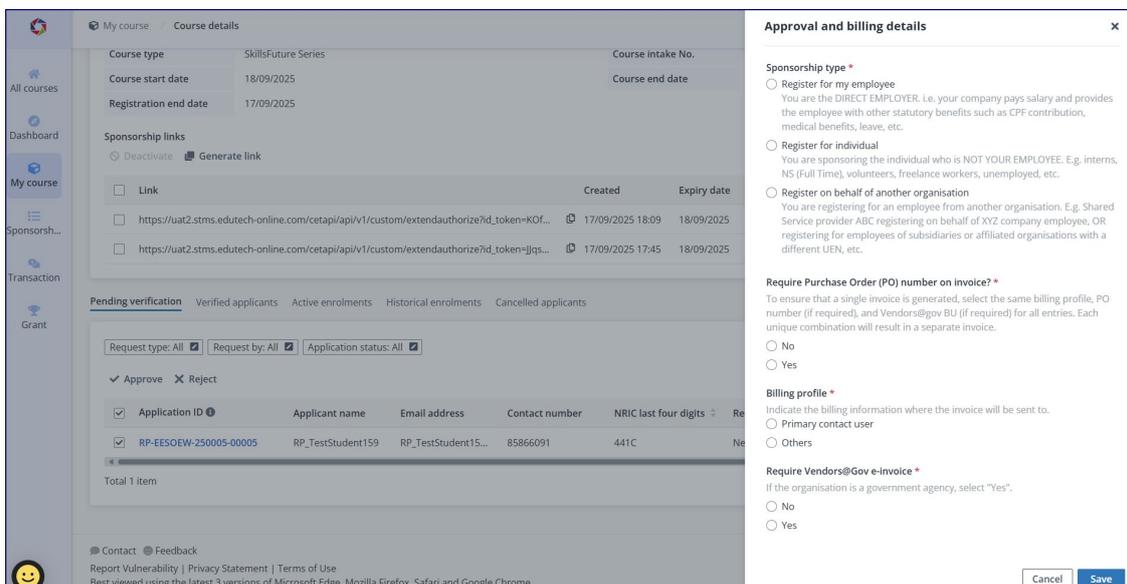
To ensure that a single invoice is generated, select the same billing profile, PO number (if required), and Vendors@gov BU (if required) for all entries. Each unique combination will result in a separate invoice.

Select **‘No’** if PO number is not required to be generated in the invoice.

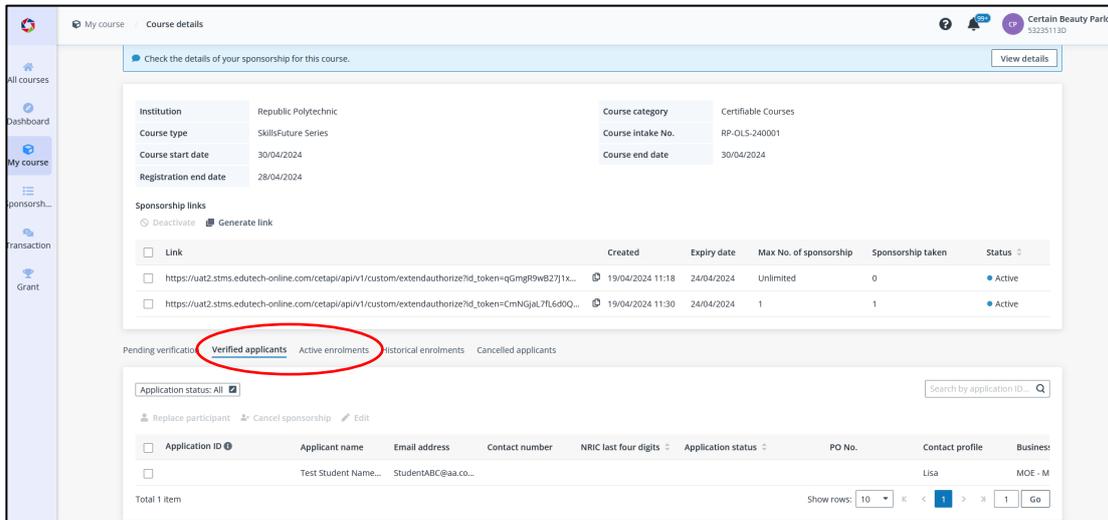
Vendor@Gov e-invoice:

If there are several Sub-BU to invoice for each/group of applicants, company must select the respective applicants to tag to the correct sub-BU for billing purpose.

- 9) Click **‘Save’** after completing the information.

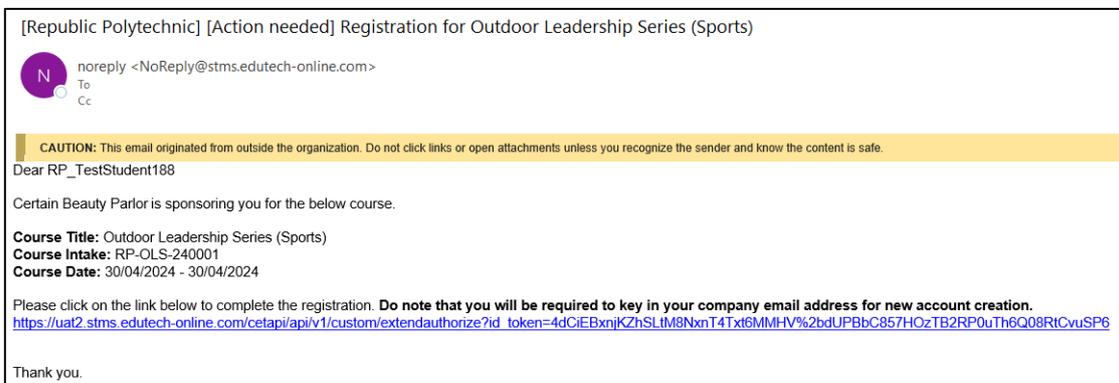


- 10) After approval, the staff will appear either in the **‘Verified applicants’** tab (if the course has not met min pax) or **‘Active enrolments’** tab (if the course has met min pax, applicants will be considered as enrolled).

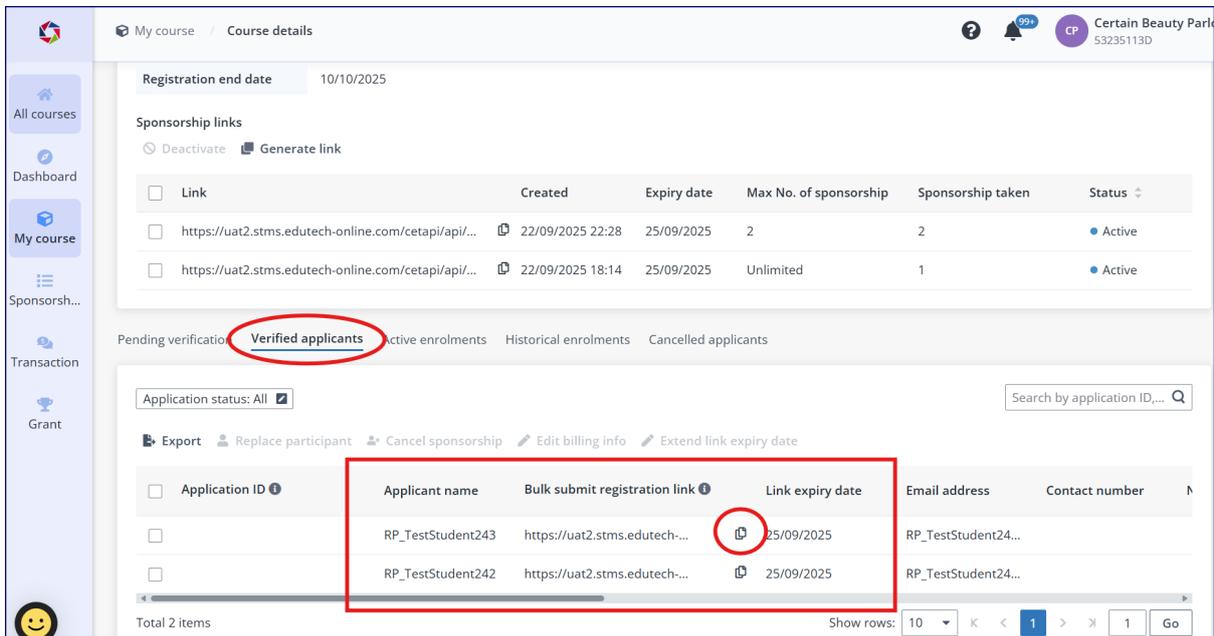


- 11) If the course is a funded programme, the staff will receive an auto-generated email similar to the example below. The staff will be required to click on the link in the email to complete registration for the course.

Please refer to **‘(Learner) Guide for company sponsored staff on application via bulk submit’** for details on the actions required by staff.



12) In 'Verified applicants' tab. You can see the link expiry date of each application. If staff did not receive the auto-generated email above, you may also copy the respective 'Bulk submit registration link' to the staff for registration.

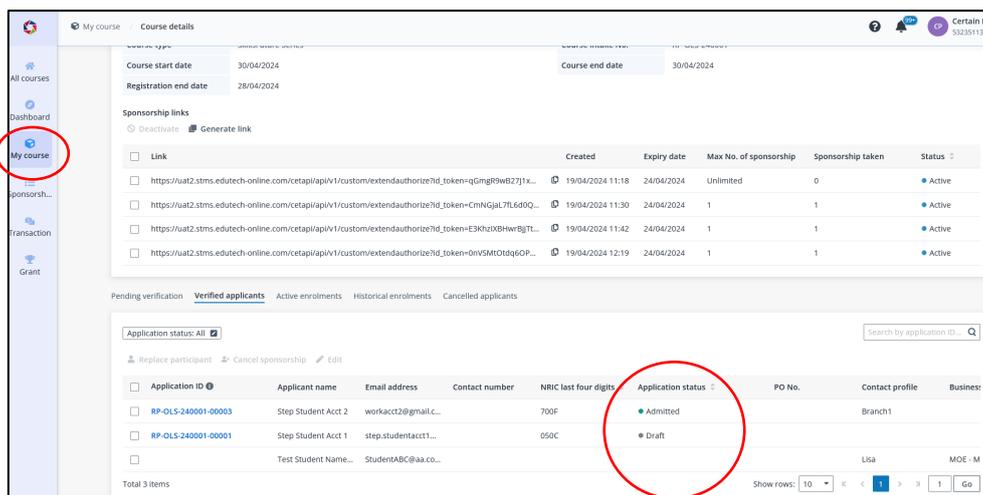


13) Company Link can check on the staff's application status under 'My Course' in 'Verified applicants' tab.

Blank status: Staff has not yet submitted the application

Admitted: Staff has submitted the application successfully

Draft: Staff application is in draft status and not yet submitted



- 14) Company can update PO No., Billing Profile or Business unit in ‘**Verified applicants**’ tab by selecting the record(s) to update and click ‘**Edit billing info**’. Click ‘**Save**’ after updating.

The screenshot displays the 'Edit billing information' modal for a 'Verified applicants' record. The modal contains the following sections:

- Require Purchase Order (PO) number on invoice?**
 - To ensure that a single invoice is generated, select the same billing profile, PO number (if required), and Vendors@gov BU (if required) for all entries. Each unique combination will result in a separate invoice.
 - No
 - Yes
- Billing profile ***
 - Indicate the billing information where the invoice will be sent to.
 - Primary contact user
 - Others
 - RP Branch
- Require Vendors@Gov e-invoice ***
 - If the organisation is a government agency, select "Yes".
 - No
 - Yes
- Ministry | Department | Business unit ***
 - To ensure that a single invoice is generated, select the same billing profile, PO number (if required), and Vendors@gov BU (if required) for all entries. Each unique combination will result in a separate invoice.
 - CAA - Cvl Avtn Authrty of Singapore - CAA04 - Airport Ops Reg_Avtn Securi...

At the bottom of the modal, there are 'Cancel' and 'Save' buttons. A red circle highlights the 'Save' button.

The background shows the 'Verified applicants' tab with a table of applicants. A red circle highlights the 'Edit billing info' button in the table, and another red circle highlights the 'Application ID' column header.

Application ID	Applicant name	Bulk submit registration link	Link ex
<input checked="" type="checkbox"/>	RP-EESOEW-250005-00005	RP_TestStudent159	