SGS & MAS Bill
Auction Bid Submission
User Guide
(For Primary Dealers)

Revision History

Version	Changes	Updated By	Date
1.0	Initial Version	MAS	26/11/2014
1.1	Updated for adding Application Type in Bid Submission	MAS	04/12/2018
1.2	Updated with CorpPass login	MAS	06/09/2020
1.3	Updated with Singpass Login page	MAS	30/03/2021
1.4	Updated for View/Withdraw submitted bids	MAS	12/10/2022

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1   Introduction

This document specifies the System requirements and procedures for the submission and withdrawal of SGS and MAS Bill auction bids via eApps.
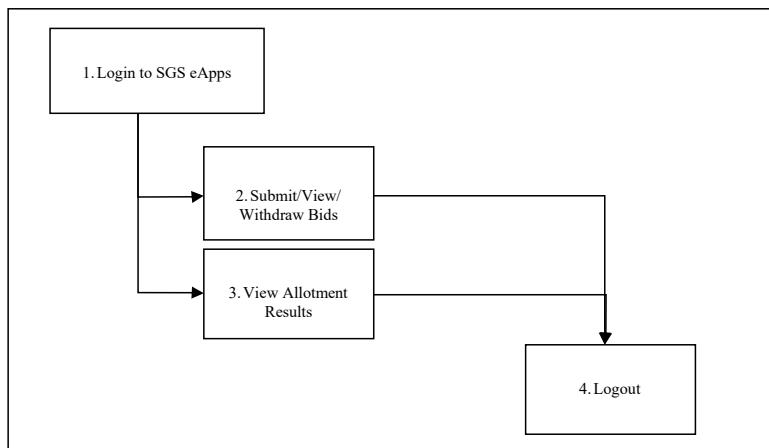
In order to use this System, you must have a Corppass account. For instructions on the registration process, please refer to the FAQ *"How do I register for a new login account?How do I register for a new login account?"*

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2   Overview

The following diagram describes the process of submitting auction bids and viewing allotment results (Figure 1Figure 1):

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Figure 1 Bids Submission Process

1. Please login to eApps.

2. Upon successful login, you will be able to submit bids for available auctions. You will also be able to withdraw submitted bids. **The submission and withdrawal of bids must be performed before the auction cutoff time.**

3. After the allotment is performed by MAS, you can view the allotment results.

4. After completing auction activities, you may logout of eApps System. Click on the eApps logo to go to eApps.

3   Minimum System Requirements

- Microsoft® Internet Explorer v9.0 or higher

4 Procedures

4.1 Login

1. **eApps for Primary Dealers** can be accessed via the following link (https://eservices.mas.gov.sg/sgeapps/).

2. Click on **the login button** and proceed to login.
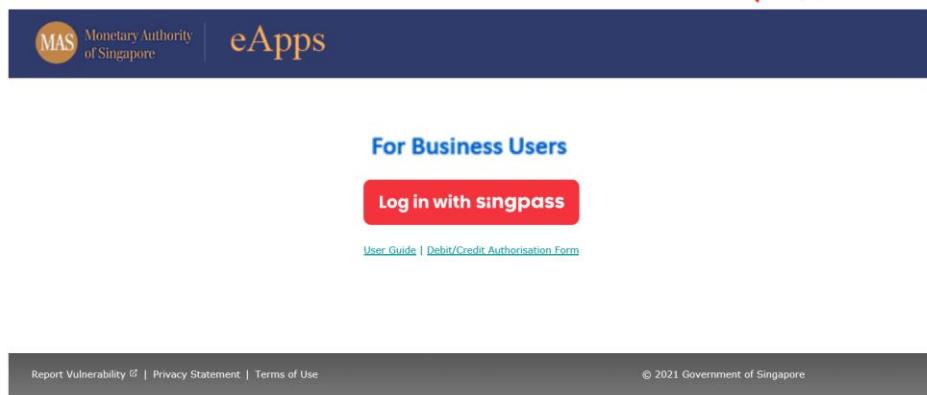
Figure 2 eApps Login

3. Upon successful login, the eApps main menu will be displayed.
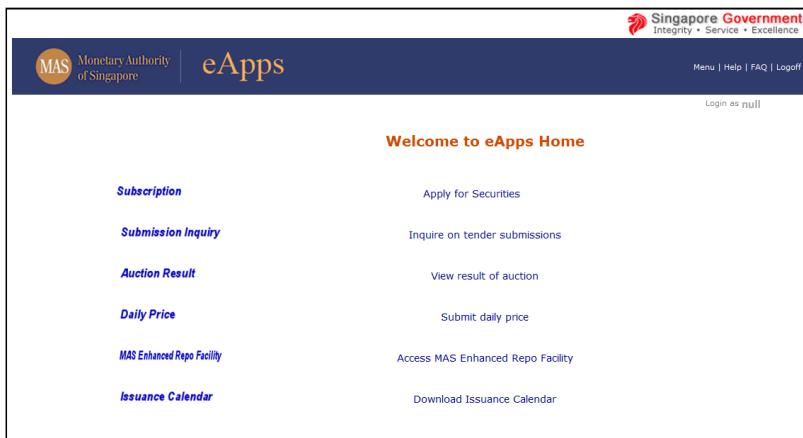
Figure 3 eApps main menu

4.2 Session Timeout

1. If there is no activity for some time (approx. 15 min), the System will direct the current page to the Timeout page, and the session will logout. To access eApps, please login again.
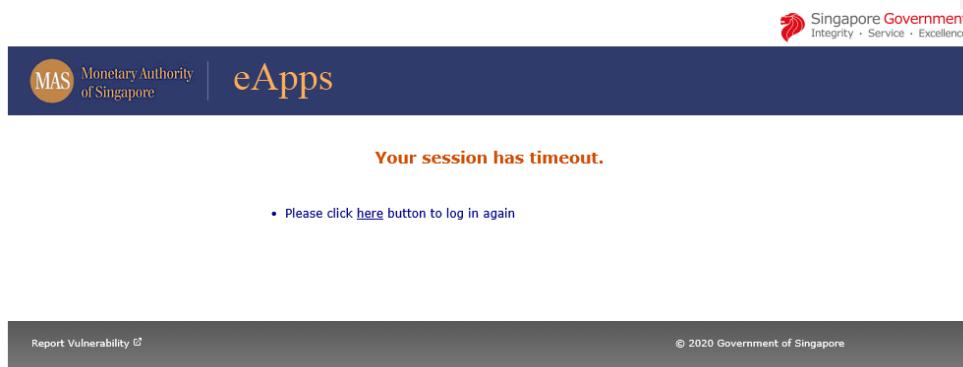
Figure 4 Session Timeout

4.3 Logoff

1. Click **Logoff** to end the session. The link is available at the top right-hand corner of every screen.

2. Upon confirming the logoff, the System will end the session. To access eApps, please login again.

Figure 5 Logout page

4.4 Bid Submission (Overview)

1. To submit auction bids, click on **Subscription** in the eApps home page.
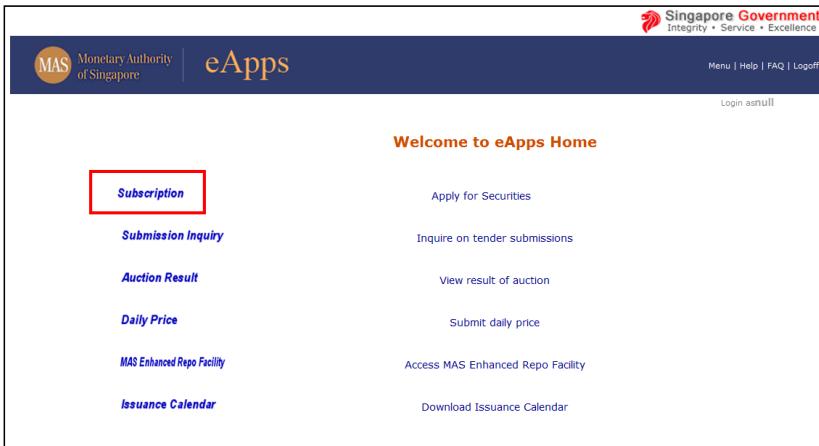
Figure 6 eApps main menu

2. The subscription page will be displayed. Auctions bids can be submitted through:
   i. Web form; or
   ii. File upload (only for **ATM retail bids**; cannot be withdrawn; not applicable for MAS Bills)

Figure 7 Subscription page

4.5 Bid Submission (Web form: Non-ATM Bids)

1. To submit bids through web form, select **Application using web form** (Figure 7Figure 7) and click **Submit**.

2. The "Application for Securities" form will be displayed. Figure 8Figure 8 provides a guide for **SGS (bond and T-Bills)** auction bids submissions through web form.

Figure 8 SGS bids submission

3. After all the relevant fields are filled in correctly, click on **Submit**.

4. If there are errors in the form inputs, the "Application for Securities" form will be displayed again with a list of error messages under the page title.

APPLICATION FOR SECURITIES
Help

Please re-enter the entries labeled in red
We either had trouble understanding those fields, or need additional information.
- For row 1 of Bid section, 'Nominal Amount' must not be empty!
- Select the 'Type of Applicant'! null
- Application Type must be selected CASH if the applicant is not an individual!
- Securities account no. must be entered!
- Bank's reference no. must not be empty!

20YR BOND 2018 - Free Play NZ51615F to be issued on 10/12/2018

	Nominal Amount ($)	Competitive	Yield
1.		∨	
2.		∨	
3.		∨	
4.		∨	
5.		∨	

(The yield for competitive bids must be in percentage terms up to 2 decimal places.)
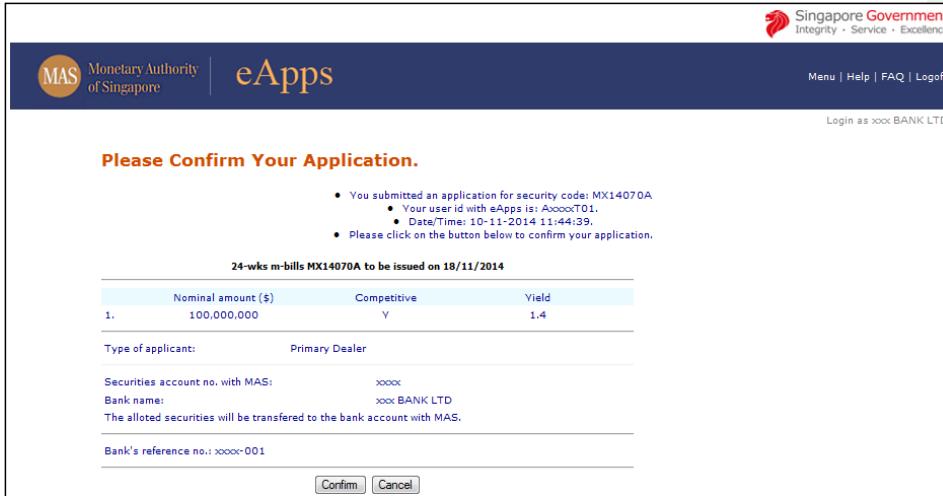
Type of applicant:	NIL ∨
Full name of applicant:	(For non-bank only)
Applicant's address:	
NRIC no./Passport no.:	
Nationality:	∨
Application Type:	Select ∨

Figure 9 SGS bids submission with errors

5. After amending the incorrect values as highlighted by the error messages, click on **Submit**.

6. When the SGS bids are successfully submitted, the SGS application confirmation page will be displayed (Figure 10Figure 10). Please print out the confirmation for your own reference.

Please Confirm Your Application.

- You submitted an application for security code: NZ51615F
- Your user id with eApps is: XXXX T01.
- Date/Time: 04-12-2018 13:56:45.
- Please click on the button below to confirm your application.

20YR BOND 2018 - Free Play NZ51615F to be issued on 10/12/2018

	Nominal amount ($)	Competitive	Yield
1.	120,000	C	1.96
2.	150,000	C	1.5
3.	160,000	C	1.45
4.	170,000	C	1.25
5.	85,000	N	

Type of applicant:	Primary Dealer
Application Type:	CASH

Securities account no. with MAS:	XXXX
Bank name:	XXXX BANK LTD

The alloted securities will be transfered to the bank account with MAS.

Bank's reference no.: XXXX-0001

[Confirm] [Cancel]

Figure 10 SGS application confirmation page

7. To confirm the SGS bids application submission, click on **Confirm**.
8. Figure 11Figure 11 provides a guide for **MAS Bill** auction bids submissions through web form.

Instructions for completion of the e-Tender form

Figure 11 MAS Bills bids submission

9. After all the relevant fields are filled in correctly, click on **Submit**.

10. If there are errors in the form inputs, the "Application for MAS Bills" form will be displayed again with a list of error messages under the page title (Figure 12Figure 12).

Figure 12 MAS Bills bids submission with errors

11. After amending the incorrect form values as highlighted by the error messages, click on **Submit**.

12. When the bids for SGS MAS Bills are successfully submitted, the application confirmation page will be displayed (Figure 13Figure 13). Please print out the confirmation for your own reference.

Figure 13 SGS application confirmation page

13. To confirm the SGS MAS Bills application submission, click on **Confirm**.

4.6 Bid submission (File Upload: ATM Retail Bids)

1. To submit bids through file upload, select **Upload applications by file** (Figure 7~~Figure 7~~)
   and click **Submit**.

2. The file upload page will be displayed. Click on **Browse** to select a file to upload (".txt"
   file format), and click on **Submit** for the System to process your file.

   Note: Submissions through file upload (i.e. ATM retail bids) cannot be withdrawn.

Figure 14 File upload page

3. A confirmation page will be displayed to inform you if the uploaded file is valid. There are four possible scenarios that may occur at the end of the file validation process:

    i.   The System is not able to accept the file (usually caused by a fatal error);

   ii.   All records in the file are rejected;

  iii.   Some records are accepted, while others are rejected;

  iv.   All records are accepted.

4. Figure 15Figure 15 shows the first scenario, where the file is rejected as key information is missing. Click on **Return** to go back to the file upload menu. Kindly follow the instructions shown to resolve the error.
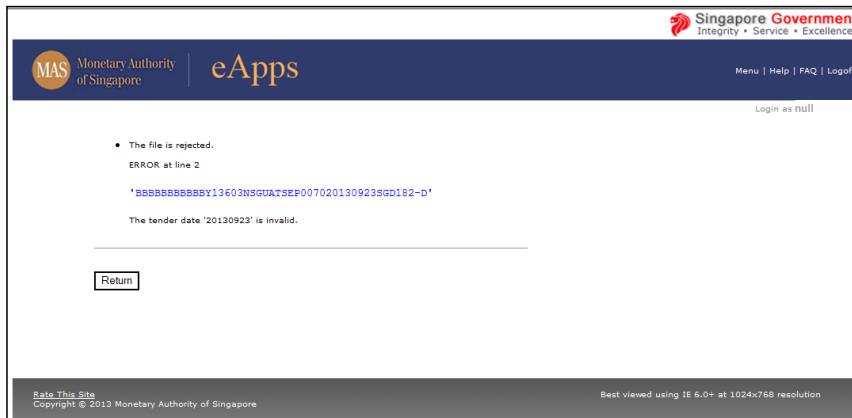
Figure 15 Scenario 1 - File rejected due to fatal error

5. Figure 16Figure 16 shows the second scenario, where records in the file are all rejected. All rejected records and reasons for rejections will be displayed in the table. Please follow the instructions provided in the error message to resolve the issue.

6. Since all the records are rejected, there are no valid bids to submit. Click on **Return** to return to the file upload menu.

Figure 16 Scenario 2 - Invalid records

7. Figure 17~~Figure 17~~ shows the third scenario, where some records are accepted, while others are rejected. All rejected records and reasons for rejections will be displayed in the table. Click on **Return** to go to the file upload menu or click on **Submit** to confirm the submission of the valid bids.

Figure 17 Scenario 3 - Partial records valid

8. Figure 18~~Figure 18~~ shows the fourth scenario, where all records are accepted. Click on **Submit** to confirm the submission of the valid bids.

Figure 18 Scenario 4 - All records valid

9. When the transaction is completed, the System will display the list of valid records that are accepted by the System. Please print out the confirmation for your own reference.

Figure 19 Transaction complete

4.7   View/Withdraw submitted bids

1. Click on **Submission Inquiry** at the main menu
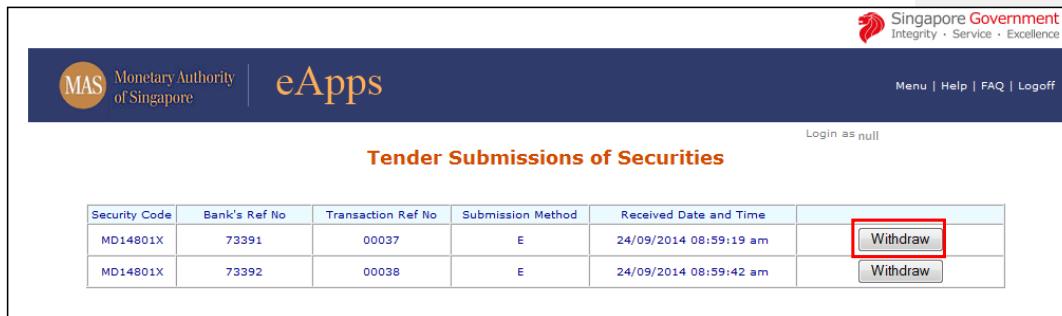

Figure 20 eApps main menu

2. A summary of all submissions (web form and file upload) will be displayed. Click on **Withdraw** next to the form you would like to withdraw. This must be done **before the auction cut-off time**.

    Note: Submissions through file upload (i.e. ATM retail bids) cannot be withdrawn.


Figure 21 Submission inquiry (before bid withdrawal)

3. Click **Ok** in the pop-up box. This must be done **before the auction cut-off time**.
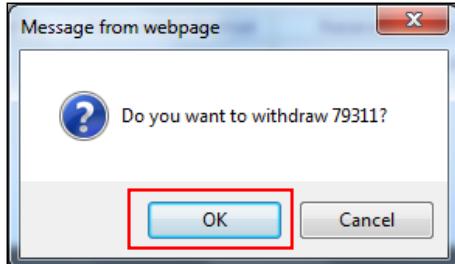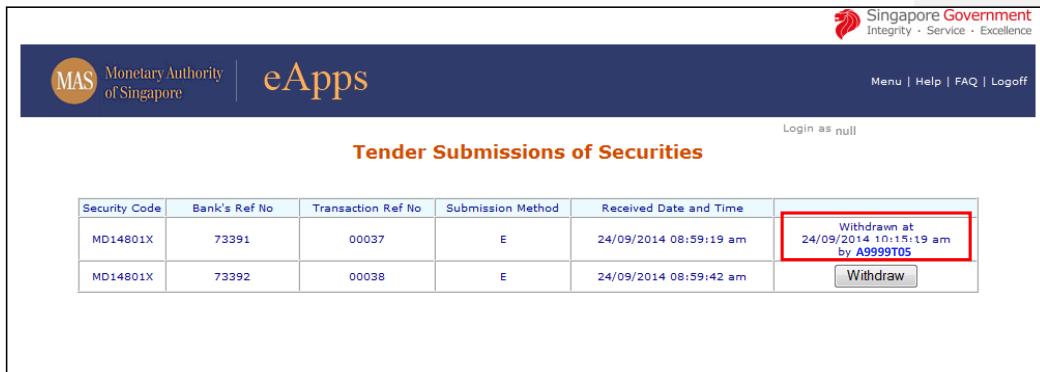

Figure 22 Withdrawal confirmation

4. Withdrawal status will be displayed at the "Submission Inquiry" screen. Please print out the confirmation for your own reference. You can continue submitting or withdrawing more bids if required, **before the auction cut-off time**.

Figure 23 Submission Inquiry (after bid withdrawal)

5. A summary of all submissions of ATM retail bids received via SFTP (backend) can be downloaded as a csv file by clicking on the link "Download Retail Bid Submissions" in the "Submission Inquiry" page

    Note: If there are no ATM retail bids Submissions received via SFTP (backend), the link "Download Retail Bid Submissions" will not be displayed

Sample csv file downloaded on clicking "Download Retail Bid Submissions"

	A	B	C	D	E
1	Security Code	Bank's Ref No	Form No	Submission Method	Recevied Date and Time
2	BS11911Z	7171DBS C002	2	B	26/9/2022 13:25
3	BS11911Z	7171DBS C003	3	B	26/9/2022 13:25
4	BS11911Z	7171DBS C004	4	B	26/9/2022 13:25
5	BS11911Z	7171DBS C005	5	B	26/9/2022 13:25
6	BS11911Z	7171DBS00001	1	A	26/9/2022 13:25

5   Frequently Asked Questions

5.1   How do I register for a new login account?

Approach your entity's Corppass Administrator or Sub-Administrator to create your individual Corppass account and assign EAPPS digital service to the account.

Next, you must complete the '*Form T1 - SGS eApps Registration*' and email it to MAS (Email: sgddiv@mas.gov.sg) with the subject titled 'SGS eApps Registration – *[insert Bank Code]*'. This form can be found in Annex A of the eApps User Guide.

Upon creation of account, MAS will acknowledge the account creation status.