e-ComM
User Manual
for SIRIM
Ver 1.3

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INTRODUCTION

e-ComM is a web-based online application system that allows companies to interact with SIRIM and apply for Type Approval Application. e-ComM involves 2 types of users; SIRIM User (backend) and Company/Client (frontend). There are 2 types of Client Users : Companies and Consultants (applying for TAC on behalf of their clients). This manual explains the usage of this system for SIRIM User (backend).

1.0 Login Screen

Admin can enter User ID and Password to login. Only admin can create login accounts for SIRIM Users.

Figure 1.0 : e-ComM Login Screen

1.1 Forgot ID/Password

Enter Email address to receive username and password information via email.

Figure 1.1 : e-ComM Password Recovery Screen

2.0 Menu Bar

2.1 Point to the main menu, and click on sub menu to access to particular screen. Only admin can view the Master List.

| Home | Company Reg. | Type Approval ▶ | Special Approval ▶ | Reg. Manufacturer ▶ | Tax Exemption ▶ | IT/Networking ▶ | Master List ▶ |

2.2 e-ComM consists of the following Application Type as shown in the Menu Bar above:-

2.2.1 Type Approval

2.2.2. Special Approval

2.2.3 Reg. Manufacturer

2.2.4 Tax Exemption

2.2.5 IT/Networking

3.0 Company Registration

This screen displays the list of Company Registration. SIRIM User can manage the processing of new registrations.

Each queue lists the company registrations according to the status of each registration.

3.1 *New Company Registration*: List of New Company Registrations. Click on Company (row) to verify company information and supporting documents provided. Click on Verified after verification is done.

Figure 3.1: New Company Registration Application List

3.2 *Verified Company Registration*: List of Company Registration whose details have already been verified by SIRIM User. Click on Approve to Approve or Reject to Reject Company Registration.

Figure 3.2 : Verified Company Registration List

3.3 *Approved Company Registration*: List of Company Registration approved by SIRIM User.

	Client Registration Application				
New Client Registration [2]		Verified Client Registration [0]	Approved Client Registration [15]	Rejected Client Registration [0]	

	Approved Client Registration				
No.	Company Name	Licence No.	Submission Date	Approve Date	Approved By
1	CCCCC	123456-X	06-09-2010 05:24 PM	11-11-2010 04:13 PM	aaa
2	QWE	123	16-08-2010 01:25 PM	11-11-2010 04:16 PM	aaa
3	TEST	123-T	13-10-2010 01:38 PM	07-10-2010 03:39 PM	
4	ROTEL ENTERPRISE	001190119-P	07-10-2010 03:39 PM	07-10-2010 03:39 PM	
5	EXATREZ SDN BHD	755784-W	07-10-2010 03:39 PM	07-10-2010 03:39 PM	
6	TEC-SURF TECHNOLOGIES SDN BHD	652665-M	07-10-2010 03:39 PM	07-10-2010 03:39 PM	

Figure 3.3 : Approved Company Registration List

3.4 *Rejected Company Registration:* List of Company Registration rejected by SIRIM User.

Welcome aaa   Log

| Home | Company Reg. | Type Approval ▶ | Special Approval ▶ | Reg. Manufacturer ▶ | Tax Exemption ▶ | IT/Networking ▶ | Master List ▶ | Reporting |

	Company Registration Application				

New Company Registration [1]   Verified Company Registration [1]   Approved Company Registration [26]   Rejected Company Registration [1]
Change Company Information/Add branch [1]

	Rejected Company Registration						
No.	Company Name	Licence No.	Submission Date	Verification Date	Verified By	Reject Date	Rejected By
1	AAA	123	07-10-2010 11:24 AM	17-12-2010 09:42 AM	aaa		

Figure 3.4 : Rejected Company Registration List

3.5 *Change Company Information/Add Branch :* List of registered companies (approved) that have changed company information or added new branches. Click on Company(row) to view latest changes. Click on **Approve** to Approve or **Reject** to reject changes made by applicant.

Welcome aaa

| Home | Company Reg. | Type Approval ▶ | Special Approval ▶ | Reg. Manufacturer ▶ | Tax Exemption ▶ | IT/Networking ▶ | Master List ▶ | Report |

	Company Registration Application				

New Company Registration [1]   Verified Company Registration [1]   Approved Company Registration [26]   Rejected Company Registration [1]
Change Company Information/Add branch [1]

	Change Company Information/Add branch		
No.	Company Name	Licence No.	Registration Date
1	TESTBRANCH3	123-T	13-12-2010 05:56 PM

Figure 3.5 : Change Company Information/Branch List

4.0 New Application

4.1 New Type Approval (TAC) Application

List of New TAC Applications submitted awaiting verification by SIRIM.

	Type Approval Application		
Draft Type Approval Application [279]	New Type Approval Application [2]	Scheduling [84]	
Testing [752]	Paper Evaluation [769]	Temporary Approval [13]	
Awaiting Approval [10]	Awaiting Endorsement [17]	Awaiting Printing [1]	
Approved Type Approval Application [34008]	Rejected Type Approval Application [673]	Canceled Type Approval Application [3043]	Renewal Type Approval Application [
Return File [3]			

Search Type Approval Application

No.	File No.	Submission Date	Category	Product Type	Company Name
1	DRAFT/NA/10/0016	29-12-2010 02:14 PM	Normal		INTEL ELECTRONICS (MALAYSIA) SDN. BHD.
** 2	DRAFT/NA/10/0009	24-12-2010 09:42 AM	Fast Track,Normal	ISM EQUIPMENT	DELL SALES MALAYSIA SDN. BHD.

Figure 4.1 : New Type Approval Application List

4.1.1 Upon Verification, Click on [Generate File No.] to generate the File No for this application.

4.1.1   TAC Application is automatically queued in *'Scheduling'* List.

4.1.2   All TAC Applications that are successfully verified will have File No in the following format: 'SQA SI/NA/10/XXXX'

4.1.3   If verification is unsuccessful, Click on [Open To Edit] and enter status of application details to be sent to Applicant.

4.1.4   TAC Applications that are highlighted are grouped as different "Package".

4.2   New Special Approval (SA) Application List

List of New SA Applications submitted awaiting verification by SIRIM.

	Special Approval Application		
Draft Special Approval Application [2]	New Special Approval Application [2]	Quotation/Scheduling [0]	
Testing [0]	Paper Evaluation [0]		
Approved Special Approval Application [1]	Rejected Special Approval Application [0]	Canceled Special Approval Application [0]	Renewal Special Approval Application [0]

Search Special Approval Application

No.	File No.	Submission Date	Purpose	Product Type	Company Name
1	SQA SI/SA/10/0002/D	04-12-2010 11:36 AM	DEMO/MARKET SURVEY/TRIAL	MODEM V.23 LEASED	LIM
2	DRAFT/SA/10/0001/P	02-12-2010 03:07 PM	PERSONAL/COMPANY	ROUTER INTERFACE CARD	CCCCC

Figure 4.2: New Special Approval Application List

4.2.1   Upon Verification, Click on [Generate File No.] to generate the File No for this application.

4.2.2   RM Application is automatically queued in *'Quotation/Scheduling'* List.

4.2.3   All RM Applications that are successfully verified will have File No in the following format: 'SQA SI/SA/10/XXXX/X'

4.2.4   If verification is unsuccessful, Click on [Open To Edit] and enter status of application details to be sent to Applicant.

4.3   New Registration of Manufacturer (RM) List

List of New RM Applications submitted awaiting verification by SIRIM.

Search Registration of Manufacturer					
New Registration of Manufacturer Application					
No.	File No.	Submission Date	Purpose	Application Type	Company Name
1	DRAFT/REG/10/0003	13-12-2010 11:24 AM	Local Market	Manufacturer	LIM

Figure 4.3: New Registration of Manufacturer Application List

4.3.1   Upon Verification, Click on [Generate File No.] to generate the File No for this application.

4.3.2   RM Application is automatically queued in *'Quotation/Scheduling'* List.

4.3.3   All RM Applications that are successfully verified will have File No in the following format: 'SQA SI/REG/10/XXXX'

4.3.4   If verification is unsuccessful, Click on [Open To Edit] and enter status of application details to be sent to Applicant.

4.4   New Tax Exemption (TAX) List

List of New TAX Applications submitted awaiting verification by SIRIM.

No.	File No.	Last Update	Company Name	CreateBy
1	DRAFT/TAX/10/0003	10-12-2010 02:34 PM	LIM	lim

Figure 4.4 : New Tax Exemption Application List

4.4.1   Upon Verification, Click on [Generate File No.] to generate the File No for this application.

4.4.2   TAX Application is automatically queued in *'Quotation/Scheduling'* List.

4.4.3   All TAX Applications that are successfully verified will have File No in the following format: 'SQA SI/TAX/10/XXXX'

4.4.4   If verification is unsuccessful, Click on [Open To Edit] and enter status of application details to be sent to Applicant.

4.5   New IT/Networking (IT/N) List

List of New IT/Networking Applications submitted awaiting verification by SIRIM. This application type is a one-time only application.

IT/Networking Product Application

Draft IT/Networking Product Application [2]　　New IT/Networking Product Application [2]　　Quotation/Scheduling [1]

Paper Evaluation [1]

Approved Application [1]　　　　　　　　Rejected Application [0]　　　　　　Canceled Application [0]

Search IT/Networking Product Application

New IT/Networking Product Application

No.	File No.	Submission Date	Category	Product Name	Company Name
1	DRAFT/OTH/10/0003	20-12-2010 09:32 AM			newcompany700
2	DRAFT/OTH/10/0002	13-12-2010 02:52 PM	IT/NETWORKING PRODUCT	sdf	TOH

Figure 4.5: New IT/Networking Product Application List

4.5.1　Upon Verification, Click on 　Generate File No.　 to generate the File No for this application.

4.5.2　IT/Networking Application is automatically queued in *'Quotation/Scheduling'* List.

4.5.3　All IT/Networking Applications that are successfully verified will have File No in the following format: 'SQA SI/OTH/10/XXXX'

4.5.4　If verification is unsuccessful, Click on 　Open To Edit　 and enter status of application details to be sent to Applicant.

5.0 Draft Application

5.1 Draft Type Approval (TAC) Application: List of TAC Applications not yet submitted.

Figure 5.1 : Draft Type Approval Application List

5.1.1 All Draft TAC Applications File No are in the following format: 'DRAFT/NA/10/XXXX'

5.1.2   Click on DRAFT/NA/10/0004 link to view TAC Application details.

5.1.3   Only the User (SIRIM User/Client) who created the TAC application can Edit its information and submit the application.

5.1.4   Other Users can only view information provided in TAC Application.

5.2   Draft Special Approval (SA) Application: List of SA Applications not yet submitted.

Figure 5.2 : Draft Special Approval Application List

5.2.2   All Draft SA Applications File No are in the following format: 'DRAFT/SA/10/XXXX/X'

5.2.3   Click on DRAFT/SA/10/0001/P link to view SA Application details.

5.2.4 Only the User (SIRIM User/Client) who created the SA application can Edit its information and submit the application.

5.2.5 Other Users can only view information provided in SA Application.

5.3 Draft Registration of Manufacturer (RM): List of RM applications not yet submitted.

	Registration of Manufacturer Application		
Draft Registration of Manufacturer [6]	New Registration of Manufacturer [0]	Quotation/Scheduling [1]	
Site Inspection [0]	Paper Evaluation [1]		
Approved Registration of Manufacturer [1]	Rejected Registration of Manufacturer [0]	Canceled Registration of Manufacturer [0]	Renewal Registration of Manufacturer

	Search Registration of Manufacturer				

	Draft Registration of Manufacturer Application				
No.	File No.	Last Update	Purpose	Application Type	Company Name	Creat
1	DRAFT/REG/10/0005	14-12-2010 02:24 PM	Local Market,Re-Export	Service	LIM	aaa
2	DRAFT/REG/10/0006	06-12-2010 02:41 PM	Re-Export	Service	CCCCC	aaa
3	DRAFT/REG/10/0007	06-12-2010 02:44 PM	Re-Export	Service	CCCCC	aaa
4	DRAFT/REG/10/0008	07-12-2010 11:40 AM	Local Market	Manufacturer,Repair Centre	TEST	test
5	DRAFT/REG/10/0009	14-12-2010 02:34 PM	Local Market	Assembler,Repair Centre	LIM	lim
6	DRAFT/REG/10/0010	16-12-2010 03:19 PM	Local Market	Manufacturer,Service	CCCCC	aaa

Figure 5.3: Draft Registration of Manufacturer List

5.3.1 All Draft RM Applications File No are in the following format: 'DRAFT/REG/10/XXXX'

5.3.2 Click on DRAFT/REG/10/0005 link to view RM Application details.

5.3.3 Only the User (SIRIM User/Client) who created the RM application can Edit its information and submit the application.

5.3.4 Other Users can only view information provided in RM Application.

5.4 Draft Tax Exemption Application: List of Tax Exemption applications not yet submitted.

Welcome aaa   Log

| Home | Company Reg. | Type Approval ▶ | Special Approval ▶ | Reg. Manufacturer ▶ | Tax Exemption ▶ | IT/Networking ▶ | Master List ▶ | Reporting |

	Tax Exemption Application	
Draft Tax Exemption Application [1]	New Tax Exemption Application [0]	Quotation/Scheduling [0]
Paper Evaluation [0]		
Approved Tax Exemption Application [0]	Rejected Tax Exemption Application [0]	Canceled Tax Exemption Application [0]	Renewal Tax Exemption Application [0]

	Search Tax Exemption Application		

	Draft Tax Exemption Application		
No.	File No.	Last Update	Company Name	CreateBy
1	DRAFT/TAX/10/0001	19-12-2010 05:53 PM	newcompany600	nc600user1

Figure 5.4: Draft Tax Exemption List

5.4.1 All Draft Tax Exemption Applications File No are in the following format: 'DRAFT/TAX/10/XXXX'

5.4.2 Click on DRAFT/TAX/10/0001 link to view Tax Exemption Application details.

5.4.3 Only the User (SIRIM User/Client) who created the Tax Exemption application can Edit its information and submit the application.

5.4.4   Other Users can only view information provided in Tax Exemption Application.

5.5   Draft IT/Networking Product Application: List of IT/Networking Product applications not yet submitted.

IT/Networking Product Application			
Draft IT/Networking Product Application [2]	New IT/Networking Product Application [2]	Quotation/Scheduling [1]	
Paper Evaluation [1]			
Approved Application [1]	Rejected Application [0]	Canceled Application [0]	

Search IT/Networking Product Application						

Draft IT/Networking Product Application						
No.	File No.	Last Update	Category	Product Name	Company Name	Create
1	DRAFT/TAX/10/0004	14-12-2010 01:22 PM	OTHER TELECOMUNICATION ACCESSORIES	asdasd	ert	aaa
2	DRAFT/OTH/10/0004	20-12-2010 09:33 AM	ANTENNA		newcompany700	nc700user

Figure 5.5: Draft IT/Networking Product List

5.5.1 All Draft RM Applications File No are in the following format: 'DRAFT/OTH/10/XXXX'

5.5.3   Click on DRAFT/OTH/10/0004 link to view IT/Networking Product Application details.

5.5.3 Only the User (SIRIM User/Client) who created the RM application can Edit its information and submit the application.

5.5.4 Other Users can only view information provided in RM Application.

6.0 Quotation/Scheduling

List of applications successfully verified and awaiting quotation/scheduling.

6.1 Type Approval

Figure 6.1: TAC Application Quotation/Scheduling List

6.1.1 Click on **Quotation/Schedule** to prepare Quotation and Scheduling prior to Testing. Create new Quotation or edit existing Draft Quotation sent by Applicant.

6.1.1.1 If Quotation is sent by Applicant/Client, row will be highlighted in purple with remarks and name of Applicant displayed under 'Created & Submitted By', as shown below.

Figure 6.1.1.1 : Draft Quotation submitted by Applicant : Row highlighted and Applicant name displayed

Figure 6.1.1.2 : Remark indicating Draft Quotation submitted by Applicant

6.1.2 Processing Fee is by default RM 100. Enter remarks if necessary.

6.1.3 Select Registration Fee from DDL provided. Enter remarks if necessary. (mandatory)

6.1.4 Click on 'Save'. Must Save Quotation first before proceeding with Evaluation Fee.

(optional).

6.1.5 Click on [Select Evaluation Fee (Communication, Safety and EMC)] . Select relevant

Evaluation fees.

No.		Category	Product	Factor	Fee
		Search Evaluation Fee (Communication/Safety/EMC)			
1	☐	Electrical Safety	-	-	300
2	☐	Electromagnetic Compatibility (EMC)	-	-	300
3	☐	Electromagnetic Compatibility (EMC) [for BPL only]	-	-	600
4	☐	Communication	Public Switched Telephone Network (PSTN) [Voice]	-	500
5	☐	Communication	Public Switched Telephone Network (PSTN) [Data]	-	500
6	☐	Communication	Integrated Subscriber Digital Network (ISDN) [Primary]	-	300
7	☑	Communication	PABX / Key Telephone	-	1000
8	☐	Communicatiion	Packet-switched Data Network (eg. ATM, Frame relay etc)	-	300
9	☐	Communication	ADSL	-	300
10	☑	Communication	BroadBand over Power Line	-	300
11	☐	Communication	Circuit-switched Data Network	-	300
12	☐	Communication	Leased Line	-	300
13	☐	Communication	All Frequencies	1 band	650
14	☐	Communication	Cellular (voice)	1 band	650
15	☐	Communication	Cellular (data)	1 band	650
16	☐	Communication	Wireless LAN [Support 802.11b/g/n] (Mobile Phone Only)	Any band	1000
17	☐	Communication	Wireless LAN [Support 802.11a/n: 5150 MHz - 5350 MHz, 5725 MHz - 5875 MHz] (Mobile Phone Only)	Any band	1000
18	☐	Communication	LMR / Digital Trunking (eg. TETRA, GoTA, iDEN)	1 Channel Spacing	650
19	☐	Communication	Bluetooth	-	650
20	☑	Communication	Microwave	-	650

[Save Fee Selection] [Clear Selection] [Close] **Total Evaluation Fee : 2600**

Figure 6.1.5 : Select Evaluation Fee

6.1.6 Click on [Save Fee Selection] to save selected fees.

6.1.7 Communication Fees selected are displayed in GridView below. If 'Safety', 'EMC' and 'EMC for BPL only' fees are selected, amount is shown in textbox highlighted below. Enter remarks if necessary.

Figure 6.1.7 : Select Evaluation Fee

6.1.8 Total Evaluation Fee Selected is shown. The individual fees are shown in the respective textbox.

6.1.9 The following pop up is a reminder to 'Save' details entered in order to view List of Quotations created.

Figure 6.1.9 : Pop Up Reminder to Save Quotation to view Quotation List

6.1.10 To clear selection, click on [Clear Selection] . Remember to click on [Save Fee Selection] to save selection clearance.

6.1.11 To cancel clear selection, Click on [Close] to go back to previous selection.

[Save Fee Selection] [Clear Selection] [Close]
Click 'Save Selection' to confirm clear selection and update Quotation Details.
Click close to go back to previous selection.

Figure 6.1.11 : Clear Selection Remark

6.1.12 Select Renewal Fee from DDL provided. Enter remarks if necessary. (optional)

6.1.13 Enter Remarks and fees for (d), (f), (g), (h), and (i) (optional)

6.1.14 Click on 'Calculate' to calculate Total Fee. (Fee will also automatically be calculated accordingly when click on Save).

6.1.15 Click on **Save** to Save Details before submission. Quotation will be displayed in Quotation List, as shown below. (indicates that Quotation has been saved).

			Quotation			
			Quotation			
		Fees of Testing and Certification for Communication and Multimedia Product				
	File No.	DRAFT/TA/11/0300		Application Category		
No.	Entry Date	Total	Created & Submitted By	Submitted to Applicant	Accepted by Applicant	Paid
1	6/13/2011 12:09:49 PM	1800	dagangnet	NO	NO	NO
2	6/13/2011 12:11:08 PM	2800	dagangnet	NO	NO	NO

Figure 6.1.15 : List of Quotations Created / Saved

6.1.16 Click on **Delete** to Delete Quotation Details; or **Reset** to clear textbox entry.

6.1.17 Click on **Submit** to Submit Quotation to Applicant. Status of Quotation and Payment after submission is monitored. Quotation sent by SIRIM to Applicant is considered as Final Quotation, awaiting acknowledgment by Applicant.

	Quotation / Scheduling / Payment				
Quotation	Schedule	Payment			
		Quotation			
	Fees of Testing and Certification for Communication and Multimedia Product				
	File No.	SQASI/NA/10/0050		Application Category	FAST TRACK
No.	Entry Date	Total	Submitted to Applicant	Accepted by Applicant	Paid
1	12/16/2010 5:11:06 PM	7500	YES	NO	NO

Figure 6.1.17 : Quotation Prepared and Submitted to Applicant

6.1.18 Click on **Schedule** Tab to View Scheduling details.

Quotation / Scheduling / Payment			
Quotation	**Schedule**	**Payment**	
Scheduling			
Schedule for Testing / Evaluation / Inspection			
File No.	SQASI/NA/10/0018	Application Category	NORMAL
Status	Acknowledged	Last Updated	14-12-2010 08:53 PM
Submitted by SIRIM	Yes	Submission Date	
Confirmed by Applicant	Yes	Confirmation Date	14-12-2010 09:07 PM
Date	14-12-2010		
Time	9:00 am		
Product	MODEM V.34, 28.8K, PSTN		
Model	MAIPU MP 803 (WITHOUT ISDN)		
Assign To	AHMAD FAIZAN B PARDI		
Remarks			

Figure 6.1.18: Scheduling Details for Testing

6.1.19 Click on 'Confirm' to confirm Testing Date or 'Re-schedule' to reschedule Testing Date.

6.1.20 Upon confirmation, SA Application is automatically queued in *'Testing'* List.

6.1.21 Click on **Application** to go back to Type Approval Screen.

6.1.22 Click on **Send To** to allow TAC Application to proceed straight to Paper Evaluation (Certification) without doing Testing.

6.2 Special Approval

Figure 6.2 : SA Application Quotation/Scheduling List

6.2.1   Click on **Quotation/Schedule** to prepare Quotation and Scheduling prior to Testing.
Please refer to 6.1 above for steps. (similar to TAC Quotation preparation).

6.2.2   Click on **Save** to Save Quotation details before submission.

6.2.3   Click on **Delete** to Delete Quotation Details; or **Reset** to clear textbox entry.

6.2.4   Click on **Submit** to Submit Quotation to Applicant. Status of Quotation and Payment after submission is monitored.

Figure 6.2.4 : Quotation Prepared and Submitted to Applicant

6.2.5 Click on **Schedule** Tab to View Scheduling details.

Figure 6.2.5 : Scheduling Details for Testing

6.2.6 Click on 'Confirm' to confirm Testing Date or 'Re-schedule' to reschedule Testing Date

6.2.7 Upon confirmation, SA Application is automatically queued in *'Testing'* List.

6.2.8 Click on **Application** to go back to Special Approval Screen.

6.2.9 Click on **Send To** to allow SA Application to proceed straight to Paper Evaluation (Certification) without doing Testing.

6.3 Registration of Manufacturer

Registration of Manufacturer Application

Draft Registration of Manufacturer [6]   New Registration of Manufacturer [0]   Quotation/Scheduling [1]

Site Inspection [0]   Paper Evaluation [1]

Approved Registration of Manufacturer [1]   Rejected Registration of Manufacturer [0]   Canceled Registration of Manufacturer [0]   Renewal Registration of Manufacturer

Search Registration of Manufacturer

Quotation / Scheduling

No.	File No.	Submission Date	Purpose	Application Type	Company Name	Assign To	Schedule
1	SQASI/REG/10/0005	13-12-2010 11:24 AM	Local Market	Manufacturer	LIM		Quotation/Schedule

Figure 6.3 : Registration of Manufacturer Quotation/Scheduling List

6.3.1 Click on **Quotation/Schedule** to prepare Quotation and Scheduling prior to Site Inspection (Testing Phase). *Please refer to 6.1 above for steps. (similar to TAC Quotation preparation).*

6.3.2 Click on **Save** to Save Quotation details before submission.

6.3.3 Click on **Delete** to Delete Quotation Details; or **Reset** to clear textbox entry.

6.3.4 Click on **Submit** to Submit Quotation to Applicant. Status of Quotation and Payment after submission is monitored.

Quotation

Fees of Testing and Certification for Communication and Multimedia Product

	File No.	SQASI/REG/10/0005		Application Category	

No.	Entry Date	Total	Submitted to Applicant	Accepted by Applicant	Paid
1	12/20/2010 9:55:44 AM	990	YES	NO	NO

Quotation Date		Last Updated	
Submitted to Applicant		Submission Date	
Accepted by Applicant		Acception Date	

Figure 6.3.4 : Quotation Prepared and Submitted to Applicant

6.3.5 Click on **Schedule** Tab to View Scheduling details.

Figure 6.3.5 : Scheduling Details for Site Inspection

6.3.6 Click on 'Confirm' to confirm Testing Date or 'Re-schedule' to reschedule Testing Date

6.3.7 Upon confirmation, RM Application is automatically queued in *'Site Inspection'* List

6.3.8 Click on **Application** to go back to Registration of Manufacturer Main Screen.

6.3.9 Click on **Send To** to allow RM Application to proceed straight to Paper Evaluation (Certification) without doing Site Inspection.

6.4 Tax Exemption

Tax Exemption does not involve any scheduling since it does not require Testing.

Figure 6.4 : Tax Exemption Quotation/Scheduling List

6.4.1 Click on **Quotation/Schedule** to prepare Quotation. ***Please refer to 6.1 above for steps. (similar to TAC Quotation preparation).***

6.4.2 Click on **Save** to Save Quotation details before submission.

6.4.3 Click on **Delete** to Delete Quotation Details; or **Reset** to clear textbox entry.

6.4.4 Click on **Submit** to Submit Quotation to Applicant. Status of Quotation and Payment after submission is monitored.

Quotation					
Fees of Testing and Certification for Communication and Multimedia Product					
File No.	SQASI/TAX/10/0002			Application Category	
No.	Entry Date	Total	Submitted to Applicant	Accepted by Applicant	Paid
1	12/10/2010 3:54:18 PM	1150	NO	NO	NO
Quotation Date				Last Updated	
Submitted to Applicant				Submission Date	
Accepted by Applicant				Acception Date	

Figure 6.4.4 : Quotation Prepared and Submitted to Applicant

6.4.5 After Quotation is done, click on **Send To** to allow Tax Exemption Application to proceed straight to Paper Evaluation. (since No Testing Phase). Application is automatically queued in 'Paper Evaluation' List.

6.4.6 Click on **Application** to go back to Tax Exemption Main Screen.

6.5 IT / Networking

IT/ Networking does not involve any scheduling since it does not require Testing or Certification.

IT/Networking Product Application						
Draft IT/Networking Product Application [3]		New IT/Networking Product Application [2]		Quotation/Scheduling [1]		
Paper Evaluation [1]						
Approved Application [1]		Rejected Application [0]		Canceled Application [0]		
Search IT/Networking Product Application						
Quotation / Scheduling						
No.	File No.	Submission Date	Category	Product Name	Company Name	Assign To	Schedule
1	SQASI/OTH/10/0002	13-12-2010 12:56 PM	ANTENNA	qweqwennn	CCCCC		Quotation/Schedule

Figure 6.5 : IT/Networking Product Quotation/Scheduling List

6.5.1 Click on **Quotation/Schedule** to prepare Quotation. *Please refer to 6.1 above for steps. (similar to TAC Quotation preparation).*

6.5.2 Click on **Save** to Save Quotation details before submission.

6.5.3 Click on **Delete** to Delete Quotation Details; or **Reset** to clear textbox entry.

6.5.4 Click on **Submit** to Submit Quotation to Applicant. Status of Quotation and Payment after submission is monitored.

	Quotation				
Fees of Testing and Certification for Communication and Multimedia Product					
File No.	SQASI/OTH/10/0002			Application Category	
No.	Entry Date	Total	Submitted to Applicant	Accepted by Applicant	Paid
1	12/20/2010 10:26:53 AM	450	NO	NO	NO
Quotation Date				Last Updated	
Submitted to Applicant				Submission Date	
Accepted by Applicant				Acception Date	

Figure 6.5.4 : Quotation Prepared and Submitted to Applicant

6.5.5 After Quotation is done, click on **Send To** to allow IT/Networking Application to proceed to Application Approval. (since No Testing and Certification Phase). Application is automatically queued in 'Paper Evaluation' List.)

6.5.6 Click on **Application** to go back to IT/Networking Main Screen.

7.0 Payment

7.1 Click on **Payment** Tab to manage Payment Processing (when Applicant pays at SIRIM counter)

	Payment				
	Quotation				
	No.	Entry Date	Total	Submited to Applicant	Accepted by Applicant	Paid
☐	2	12/19/2010 12:39:36 PM	550	NO	NO	NO
File No.	SQASI/SA/10/0002/D			Total Payment	
Payment Date	19-12-2010				
Mode of Payment	- Please Select -				
	- Please Select - / Cash / Cheque / Money Order / Postal Order / Credit Card - Visa / Credit Card - Master / AMEX / DINERS				
Cheque/Money Order No.					
Receipt No.					
Receive By					
Remarks					
Save Reset					

Figure 7.1 : Payment

7.1.1 This section is to record payment details for each Quotation.

8.0 Testing

List of applications Awaiting Testing. Tax Exemption and IT/Networking application types do not include Testing.

8.1 Type Approval

Figure 8.1 : TAC Application Testing List

8.1.1 Click on **Testing** to view Testing details. TAC Application details are displayed.

Figure 8.1.1 : TAC Application Details

8.1.2 Under **Testing** Tab, enter Testing results details (This section is filled in by Tester/Recommender).
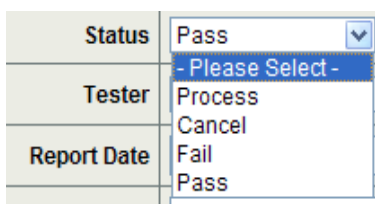
Figure 8.1.2 : TAC Application Testing Details

8.1.3 Select relevant Status of Testing for each TAC Application, as follows :-

   i.) Process : Testing still in process.
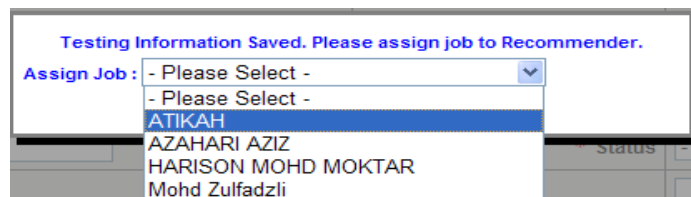
   ii.)Cancel : Testing for TAC Application is Cancelled. TAC cannot be Approved.

   iii.) Fail : Testing for TAC Application Failed. TAC cannot be Approved.

   iv.) Pass : Testing for TAC Application Passed. Can proceed to Approve TAC.

Figure 8.1.3 : TAC Testing Status

8.1.4 Click on **Save** to Save Testing details. Upon Saving, select name of recommender to assign job.

Figure 8.1.4 : Assign Job to Recommender

8.1.5 Click on **Delete** to Delete Testing details; or **Reset** to clear textbox entry.

8.1.6 Recommender must update testing status and click on **Update Status** of application assigned to him/her, before application can proceed with TAC Approval. **Update Status** button is only visible to Recommender.

8.2 Special Approval

Testing						
No.	File No.	Submission Date	Category	Product Type	Company Name	Assign To	Testin
1	SQASI/NA/10/0046	04-12-2010 12:22 PM	Normal	DIGITAL MODEM	LIM	omar	Testing
2	SQASI/NA/10/0028	19-11-2010 02:45 PM	Normal	DIGITAL MODEM INTERFACE CARD	TEST		Testing

Figure 8.2 : SA Application Testing List

8.2.1 Click on **Testing** to view Testing details. SA Application details are displayed.

Welcome aaa   Lo

| Home | Company Reg. | Type Approval ▶ | Special Approval ▶ | Reg. Manufacturer ▶ | Tax Exemption ▶ | IT/Networking ▶ | Master List ▶ | Reporting |

Testing / Renewal / Certification			
Application ID	SQASI/SA/10/0002/D	Application Status	New
Application Type	SPECIAL APPROVAL	Application Category	
Submission Date	04-12-2010 11:36 AM	Entry Date	04-12-2010 11:19 AM
Company Name	LIM	Company/Business Registration No.	123123-E
Address	123 JALAN 456 123456 123123 12312 BANDAR SRI PETALING SELANGOR	Contact Person	a) LIM b)
Tel	123123123	Fax	
Email	toh@nettsys.com	Website	

Figure 8.2.1: Special Approval Application Details

8.2.2 Under **Testing** Tab, enter Testing results details.

Testing	Certification	Renewal			
Testing					
No.	Entry Date	Test Date	Status	Tester	Recommender
1	6/13/2011 5:08:00 PM	6/10/2011 12:00:00 AM	Pass	testemp1tester1	RAFIEE BIN ABD RASHID
Testing Details					
File No.	SQASI/SA/11/1143/P		Application Category		
Testing/Evaluation No	2		Entry Date	13-06-2011 05:09 PM	
* Testing Date			Tester	- Please Select -	
Decision/Report Date			* Status	- Please Select -	
Report No.	- Please Select -		Remarks		
	Save	Reset	Delete	Update Status	

Figure 8.2.2 : Special Approval Application Testing Details

8.2.3 Select Status of Testing for each SA Application, as follows :-

   i.) Process : Testing still in process.

   ii.)Cancel : Testing for SA Application is Cancelled. SA cannot be Approved.

   iii.) Fail : Testing for SA Application Failed. SA cannot be Approved.

   iv.) Pass : Testing for SA Application Passed. Can proceed to Approve SA.

Figure 8.2.3 : SA Testing Status

8.2.4 Click on **Save** to Save Testing details. Upon Saving, select name of recommender to assign job.

Figure 8.2.4 : Assign Job to Recommender

8.2.5 Click on **Delete** to Delete Testing details; or **Reset** to clear textbox entry.

8.2.6 Recommender must update testing status and click on **Update Status** of application assigned to him/her, before application can proceed with TAC Approval. **Update Status** button is only visible to Recommender.

8.3 Registration of Manufacturer

The Testing Phase for this application type involves Site Inspection, not product testing.

	Type Approval Application		
📁 Draft Type Approval Application [279]	📁 New Type Approval Application [2]	📁 Scheduling [84]	
📁 Testing [752]	📄 Paper Evaluation [769]	📁 Temporary Approval [13]	
📁 Awaiting Approval [10]	📁 Awaiting Endorsement [17]	📁 Awaiting Printing [1]	
📁 Approved Type Approval Application [34008]	📁 Rejected Type Approval Application [673]	📁 Canceled Type Approval Application [3043]	📁 Renewal Type Approval Application [0]
📁 Return File [3]			

			Search Type Approval Application			
			Paper Evaluation			
No.	File No.	Submission Date	Category	Product Type	Company Name	Responsible By	Evalu
* 1	SQASI/TA/11/1093	13-06-2011 12:16 PM	Normal	WIRELESS IP PHONE	ECS PERICOMP SDN. BHD.		Evalu

Figure 8.3 : Registration of Manufacturer Application Site Inspection List

8.3.1 Click on __Site Inspection__ to view Site Inspection details. RM Application details are displayed.

Testing / Renewal / Certification			
Application ID	SQASI/REG/10/0005	Application Status	Awaiting Testing
Application Type	Registration of Manufacturer	Application Category	
Submission Date	13-12-2010 11:24 AM	Entry Date	06-12-2010 02:29 PM
Company Name	LIM	Company/Business Registration No.	123123-E
Address	123 JALAN 456 123456 123123 12312 BANDAR SRI PETALING SELANGOR	Contact Person	a) LIM b)
Tel	123123123	Fax	
Email	toh@nettsys.com	Website	

Figure 8.3.1 : Registration of Manufacturer Application Details

8.3.2 Under **Testing** Tab, enter Testing results details.

Testing	Certification	Renewal			
		Testing			
		Testing Details			
File No.	SQASI/REG/10/0010		Application Category		
Testing/Evaluation No	1		Entry Date	13-06-2011 05:06 PM	
* Testing Date			Tester	- Please Select -	
Decision/Report Date			* Status	- Please Select -	
Report No.	- Please Select -		Remarks		
	Save	Reset	Delete	Update Status	

Figure 8.3.2 : Registration of Manufacturer Application Testing Details

8.3.3 Select Status of Testing for each RM Application, as follows:-

      i.) Process : Testing still in process.

      ii.)Cancel : Testing for RM Application is Cancelled. RM cannot be Approved.

      iii.) Fail : Testing for RM Application Failed. RM cannot be Approved.

      iv.) Pass : Testing for RM Application Passed. Can proceed to Approve RM.

Figure 8.3.3 : RM Testing Status

8.3.4 Click on **Save** to Save Testing details. Upon Saving, select name of recommender to assign job.

Figure 8.3.4 : Assign Job to Recommender

8.3.5 Click on **Delete** to Delete Testing details; or **Reset** to clear textbox entry.

8.3.6 Recommender must update testing status and click on **Update Status** of application assigned to him/her, before application can proceed with TAC Approval. **Update Status** button is only visible to Recommender.

9.0 Application Approval Status

9.1 Type Approval

Figure 9.1 : TAC Application Approval

9.1.1 Select status of TAC Approval for each TAC Application and Click on **Save** to Save Approval details :-

> *i.) Process :* TAC Application for Approval still in process.

> *ii.) Cancel :* Existing TAC Applications (previously Approved) are Cancelled. TAC Application will automatically be sent to *Cancelled Type Approval Application* queue.

> *iii.) Approved :* TAC has been Approved. TAC No is generated here. Verifier clicks on 'Yes' to confirm Approval when pop up appears. TAC Application will automatically be sent to *Approved Type Approval Application* queue. Approver selects name and clicks on **Endorse** to endorse approval before sending application for certificate printing.

> *iv.) Terminate :* Existing TAC Applications (previously Approved) are Terminated.

9.1.2   For TAC Applications that require Temporary Approval, tick the checkbox provided. Click on **Save** and the application will automatically be sent to 'Temporary Approval' queue.

9.1.3 *Temporary Approval* : List of Temporary Approval Applications.

Figure 9.1.3 : Temporary Approval Application List

9.1.3.1 Temporary Approvals are only applicable to Type Approvals. They are temporary TACs provided to applicants based on certain criteria, and each temporary approval its expiry date is for less than a year.

9.1.3.2 Click on Certification to prepare and upload certification report.

9.1.4 *Approved Type Approval Application*: List of Approved TAC Applications.

			Type Approval Application			

Draft Type Approval Application [279] New Type Approval Application [2] Scheduling [84]
Testing [752] Paper Evaluation [769] Temporary Approval [13]
Awaiting Approval [10] Awaiting Endorsement [17] Awaiting Printing [1]
Approved Type Approval Application [34008] Rejected Type Approval Application [673] Canceled Type Approval Application [3043] Renewal Type Approval Application [0]
Return File [3]

Search Type Approval Application

Approved Type Approval Application

No.	File No.	TAC	ExpiryDate	Product Type	Company Name	Responsible By	Certific
* 1	SQA SI/NA/10/2320	RAVG/56N/0111/S(10-2320)	13-01-2012 12:00 AM	ISM EQUIPMENT	LENOVO TECHNOLOGY SDN. BHD.		Certific

Figure 9.1.4 : Approved Type Approval Application List

9.1.4.1 All Approved TAC Applications have unique TAC No.

9.1.4.2 Click on SQA SI/NA/10/0049 to view TAC Application details.

9.1.5 *Rejected Type Approval Application :* List of Rejected TAC Applications.

			Type Approval Application			

Draft Type Approval Application [279] New Type Approval Application [2] Scheduling [84]
Testing [752] Paper Evaluation [769] Temporary Approval [13]
Awaiting Approval [10] Awaiting Endorsement [17] Awaiting Printing [1]
Approved Type Approval Application [34008] Rejected Type Approval Application [673] Canceled Type Approval Application [3043] Renewal Type Approval Application [0]
Return File [3]

Search Type Approval Application

Rejected Type Approval Application

No.	File No.	Submission Date	Product Type	Company Name	Responsible By	Resch
1	SQA SI/NA/10/0434	05-03-2010 12:00 AM	ANALOG TELEPHONE ADAPTER	RIGER CORPORATION (M) SDN. BHD.		Resch

Figure 9.1.5 : Rejected Type Approval Application List

9.1.5.1 Click on Reschedule to reschedule another Testing Date.

9.1.5.2 Click on SQA SI/NA/10/0049 to view TAC Application details.

9.1.6 *Cancelled Type Approval Application:* List of Cancelled TAC Applications.

No.	File No.	TAC	Last Update	Product Type	Company Name	Responsible By	Te
1	SQASI/TA/11/0950		01-06-2011 06:39 PM	BLUETOOTH EQUIPMENT	RES MALAYSIA SDN. BHD.	wzarina@sirim.my	Te

Figure 9.1.6 : Cancelled Type Approval Application List

9.1.6.1 Click on Testing to reschedule another Testing session.

9.1.6.2 Click on SQASI/NA/10/0049 to view TAC Application details.

9.2 Special Approval

Figure 9.2 : SA Application Approval

9.2.1 Select status of SA Approval for each SA Application and Click on Save to Save Approval details :-

i.) *Process :* SA Application for Approval still in process.

ii.) *Cancel :* Existing SA Applications (previously Approved) are Cancelled. SA Application will automatically be sent to *Cancelled Special Approval Application* queue.

iii.) *Approved :* SA has been Approved. SA No is generated here. Verifier clicks on "Yes' to confirm Approval when pop up appears. SA Application will automatically be sent to *Approved Special Approval Application* queue. . Approver selects name and clicks on Endorse to endorse approval before sending application for certificate printing.

iv.) *Terminate :* Existing SA Applications (previously Approved) are Terminated.

9.2.2 *Approved Special Approval Application*: List of Approved SA Applications.

Figure 5.1.6 : Approved Special Approval Application List

9.2.2.1 All Approved SA Applications have unique SA No. TAC No is not provided to approved SA Applications, so they cannot proceed to apply for permit.

9.2.2.2 Click on SQASI/SA/10/0001/R to view SA Application details.

9.2.3 *Rejected Special Approval Application:* List of Rejected SA Applications.

Figure 9.2.3 : Rejected Special Approval Application List

9.2.3.1 Click on Reschedule to reschedule another Testing Date.

9.2.3.2 Click on SQASI/SA/10/0001/R to view SA Application details.

9.2.4 *Cancelled Special Approval Application:* List of Cancelled SA Applications.

Figure 9.2.4 : Cancelled Special Approval Application List

9.2.4.1 Click on **Testing** to reschedule another Testing session.

9.2.4.2 Click on **SQASI/SA/10/0001/R** to view SA Application details.

9.3 Registration of Manufacturer (RM)

Figure 9.3 : Registration of Manufacturer Application Approval

9.3.1 Select status of RM Approval for each RM Application and Click on **Save** to Save Approval details :-

   i.) New: New application for Manufacturer Registration

   ii.) Pre-Acceptance: Application still undergoing Site Inspection

   iii.) Active: RM has been Approved. RM No is generated here. RM Application will automatically be sent to *Approved Registration of Manufacturer* queue.

   iv.) Withdraw: Existing RM Applications (previously Approved) are Cancelled. RM Application will automatically be sent to *Cancelled Registration of Manufacturer* queue.

   v.) Terminate: RM Application Failed. RM Application will automatically be sent to *Rejected Registration of Manufacturer*

   vi.) Suspend : Application still undergoing Site Inspection

9.3.2   *Approved Registration of Manufacturer*: List of Approved RM Applications.

Figure 9.3.2 : Approved Registration of Manufacturer List

   9.3.2.1 All Approved RM Applications have unique RM No.

9.3.2.2 Click on SQA SI/REG/10/0003 to view RM Application details.

9.3.3 *Rejected Registration of Manufacturer:* List of Rejected RM Applications.

	Registration of Manufacturer Application		
Draft Registration of Manufacturer [6]	New Registration of Manufacturer [0]	Quotation/Scheduling [0]	
Site Inspection [0]	Paper Evaluation [1]		
Approved Registration of Manufacturer [1]	Rejected Registration of Manufacturer [1]	Canceled Registration of Manufacturer [0]	Renewal Registration of Manufacturer

	Search Registration of Manufacturer					
		Rejected Registration of Manufacturer Application				
No.	File No.	Submission Date	Application Type	Company Name	Assign To	Reschedu
1	SQA SI/REG/10/0005	13-12-2010 11:24 AM	Manufacturer	LIM		Reschedule

Figure 9.3.3: Rejected Registration of Manufacturer Application List

9.3.3.1 Click on Reschedule to reschedule another Testing Date.

9.3.3.2 Click on SQA SI/REG/10/0005 to view RM Application details.

9.3.4 *Cancelled Registration of Manufacturer:* List of Cancelled RM Applications.

	Registration of Manufacturer Application		
Draft Registration of Manufacturer [6]	New Registration of Manufacturer [0]	Quotation/Scheduling [0]	
Site Inspection [0]	Paper Evaluation [0]		
Approved Registration of Manufacturer [1]	Rejected Registration of Manufacturer [1]	Canceled Registration of Manufacturer [1]	Renewal Registration of Manufacturer

	Search Registration of Manufacturer					
		Canceled Registration of Manufacturer Application				
No.	File No.	Last Update	Application Type	Company Name	Assign To	Tes
1	SQA SI/REG/10/0004	20-12-2010 11:28 AM	Assembler,Manufacturer,Service	CCCCC		Testin

Figure 9.3.4 : Cancelled Special Approval Application List

9.3.4.1 Click on Testing to reschedule another Testing session.

9.3.4.2 Click on SQA SI/REG/10/0004 to view SA Application details.

9.4 Tax Exemption (TAX)

Figure 9.4 : Tax Exemption Application Approval

9.4.1 Select status of TAX Approval for each TAX Application and Click on **Save** to Save Approval details :-

> *i.) Process :* TAX Application for Approval still in process.
>
> *ii.) Cancel :* Existing TAX Applications (previously Approved) are Cancelled. TAX Application will automatically be sent to *Cancelled Tax Exemption Application* queue.
>
> *iii.) Approved :* TAX has been Approved. TAX No is generated here. Verifier clicks on 'Yes' to confirm Approval when pop up appears. TAX Application will automatically be sent to *Approved TAX Exemption Application* queue. . Approver selects name and clicks on **Endorse** to endorse approval before sending application for certificate printing.
>
> *iv.) Terminate :* Existing TAX Applications (previously Approved) are Terminated.

9.4.2   *Approved Tax Exemption Application*: List of Approved TAX Applications.

Figure 9.4.2 : Approved Tax Exemption Application List

9.4.2.1 All Approved TAX Applications have unique TAX No.

9.4.2.2 Click on SQASI/TAX/10/0003 to view TAX Application details.

9.4.3 *Rejected Tax Exemption Application:* List of Rejected TAX Applications.

	Tax Exemption Application			
Draft Tax Exemption Application [1]	New Tax Exemption Application [0]	Quotation/Scheduling [3]		
Paper Evaluation [1]				
Approved Tax Exemption Application [1]	Rejected Tax Exemption Application [1]	Canceled Tax Exemption Application [0]		Renewal Tax Exemption Application [0

	Search Tax Exemption Application			
	Rejected Tax Exemption Application			
No.	**File No.**	**Submission Date**	**Company Name**	**Assign To**	**Reschedule**
1	SQASI/TAX/10/0001	10-12-2010 02:30 PM	LIM BRANCH		Reschedule

Figure 9.4.3 : Rejected Tax Exemption Application List

9.4.3.1 Click on SQASI/TAX/10/0001 to view TAX Application details.

9.4.4 *Cancelled Tax Exemption Application:* List of Cancelled TAX Applications.

	Tax Exemption Application			
Draft Tax Exemption Application [1]	New Tax Exemption Application [0]	Quotation/Scheduling [3]		
Paper Evaluation [1]				
Approved Tax Exemption Application [1]	Rejected Tax Exemption Application [0]	Canceled Tax Exemption Application [1]		Renewal Tax Exemption Application [0]

	Search Tax Exemption Application			
	Canceled Tax Exemption Application			
No.	**File No.**	**TAC**	**Last Update**	**Company Name**	**Assign To**	**Tes**
1	SQASI/TAX/10/0001	DAIP/M1221/1110/S(10/0035),DABH/M1217/1110/S(10/0041)	20-12-2010 11:41 AM	LIM BRANCH		Testi

Figure 9.4.4 : Cancelled Tax Exemption Application List

9.4.4.1 Click on SQASI/TAX/10/0001 to view SA Application details.

9.5 IT/Networking

Figure 9.5: IT/Networking Application Approval

9.5.1 Select status of IT/Networking Approval for each IT/Networking Application and Click on **Save** to Save Approval details :-

i.) Process : IT/Networking Application for Approval still in process.

ii.) Cancel : Existing IT/Networking Applications (previously Approved) are Cancelled. IT/Networking Application will automatically be sent to *Cancelled Application* queue.

iii.) Approved : IT/Networking has been Approved. OTH No is generated here. Verifier clicks on 'Yes' to confirm Approval when pop up appears. IT/Networking Application will automatically be sent to *Approved Application* queue. . Approver selects name and clicks on **Endorse** to endorse approval before sending application for certificate printing.

iv.) Terminate : Existing IT/Networking Applications (previously Approved) are terminated.

9.5.2 *Approved Application*: List of Approved IT/Networking Applications.

Figure 9.5.2: Approved IT/Networking Application List

9.5.2.1 All Approved IT/Networking Applications have unique OTH No.

9.5.2.2 Click on SQASI/OTH/10/0001 to view IT/Networking Application details.

9.5.3 *Rejected Application:* List of Rejected IT/Networking Applications.

		IT/Networking Product Application				
Draft IT/Networking Product Application [3]		New IT/Networking Product Application [2]		Quotation/Scheduling [1]		
Paper Evaluation [1]						
Approved Application [0]		Rejected Application [1]		Canceled Application [0]		

	Search IT/Networking Product Application					
	Rejected IT/Networking Product Application					
No.	File No.	Submission Date	Product Name	Company Name	Assign To	Reschedul
1	SQASI/OTH/10/0001	13-12-2010 02:19 PM		cvbcvb		Reschedule

Figure 9.4.3 : Rejected IT/Networking Application List

9.5.3.1 Click on SQASI/OTH/10/0001 to view IT/Networking Application details.

9.5.4 *Cancelled Application:* List of Cancelled IT/Networking Applications.

		IT/Networking Product Application				
Draft IT/Networking Product Application [3]		New IT/Networking Product Application [2]		Quotation/Scheduling [1]		
Paper Evaluation [1]						
Approved Application [0]		Rejected Application [0]		Canceled Application [1]		

	Search IT/Networking Product Application					
	Canceled IT/Networking Product Application					
No.	File No.	Last Update	Product Name	Company Name	Assign To	Test
1	SQASI/OTH/10/0001	20-12-2010 11:56 AM		cvbcvb		Testing

Figure 9.2.4 : Cancelled IT/Networking Application List

9.5.4.1 Click on SQASI/OTH/10/0001 to view IT/Networking Application details.

10.0 Certification

This screen displays the certification details. IT/Networking does not include any Certification since there is no Testing involved.

10.1 Type Approval

10.1.1 Click on **Certification** Tab to upload Certification Report for Approved TAC Applications. Application Status will display as 'Approved'

Welcome aaa	**Lo**

| Home | Company Reg. | Type Approval ▶ | Special Approval ▶ | Reg. Manufacturer ▶ | Tax Exemption ▶ | IT/Networking ▶ | Master List ▶ | Reporting |

Testing / Renewal / Certification

Application ID	SQASI/NA/10/0038	Application Status	Approved
Application Type	Type Approval	Application Category	NORMAL
Submission Date	12-11-2010 02:02 PM	Entry Date	10-11-2010 11:26 AM
Company Name	TEST	Company/Business Registration No.	123-T
Address	123 JALAN 123 TAMAN 123 12333 BANDAR BARU BANGI SELANGOR DARUL EHSAN	Contact Person	a) TEST1 b) TEST2
Tel	123 321	Fax	0000000
Email	email1@mail.com email2@mail.com	Website	www.test.com

| Testing | Renewal | **Certification** |

Attach Report

No.	Document Description	Attach
1	Certification Report	Attach
2	COC	Attach

Figure 10.1.1 : Upload TAC Application Certification Report

10.1.2 Click on **Quotation** to view Quotation details.

10.1.3 Click on **Application** to view TAC Application details.

10.1.4 Upon Approval, Click on **Certification Report** under 'Generate Certification Report' to view cert report.

10.2 Special Approval

10.2.1 Click on **Certification** Tab to upload Certification Report for Approved SA Applications. Application Status will display as 'Approved'

Figure 10.2.1 : Upload SA Application Certification Report

10.2.2 Click on Quotation to view Quotation details.

10.2.3 Click on Application to view SA Application details.

10.2.4 Upon Approval, Click on **Certification Report** under 'Generate Certification Report' to view cert report.

10.3 Registration of Manufacturer (RM)

10.3.1 Click on **Certification** Tab to upload Certification Report for Approved RM Applications. Application Status will display as 'Approved' and Application Type as 'Registration of Manufacturer''.

Figure 10.3.1 : Upload RM Application Certification Report

10.3.2 Click on Quotation to view Quotation details.

10.3.3 Click on Application to view TAC Application details.

10.3.4 Upon Approval, Click on **Certification Report** under 'Generate Certification Report' to view cert report.

10.4 Tax Exemption (TAX)

10.4.1 Click on **Certification** Tab to upload Certification Report for Approved TAX Applications. Application Status will display as 'Approved' and Application Type as 'Tax Exemption'

Testing / Renewal / Certification			
Application ID	SQASI/TAX/10/0003	Application Status	Approved
Application Type	TAX Exemption	Application Category	
Submission Date	13-12-2010 11:10 AM	Entry Date	13-12-2010 11:09 AM
Company Name	QWE	Company/Business Registration No.	123
Address	123 123 123 BANDAR SRI PERMAISURI SELANGOR DARUL EHSAN	Contact Person	a) A b) B
Tel	123 123	Fax	fax
Email	213 123	Website	

Testing | Renewal | **Certification**

Attach Report	
No.	Document Description	Attach
1	Certification Report	Attach
2	COC	Attach

Generate Report
Certification Report

Quotation | Application

Figure 10.4.1 : Upload Tax Exemption Application Certification Report

10.4.2 Click on Quotation to view Quotation details.

10.4.3 Click on Application to view TAC Application details.

10.4.4 Upon Approval, Click on **Certification Report** under 'Generate Certification Report' to view cert report.

11. Paper Evaluation

All Applications in this queue skip the Testing Phase.

11.1 Type Approval

11.1.1 *Paper Evaluation*: List of TAC Applications awaiting Paper Evaluation

Figure 11.1.1 : TAC Application Paper Evaluation List

11.1.2 Click on **Evaluation** to update details and upload certification report.

11.1.3 Under **Testing** Tab, enter Paper Evaluation detail.

Figure 11.1.3 : TAC Application Paper Evaluation Details

11.1.4 Select relevant Status of Paper Evaluation for TAC Application, as follows :-

i.) Process : Paper Evaluation still in process.

ii.)Cancel : Paper Evaluation for TAC Application is Cancelled. TAC cannot be Approved.

iii.) Fail : Paper Evaluation for TAC Application Failed. TAC cannot be Approved.

iv.) Pass : Paper Evaluation for TAC Application Passed. Can proceed to Approve TAC.

Figure 4.1.6.3 : TAC Paper Evaluation Status

11.1.5 Click on **Save** to Save Paper Evaluation details.

11.1.6 Click on **Delete** to Delete Paper Evaluation details; or **Reset** to clear textbox entry.

11.1.7 Proceed with TAC Approval. (TAC Approval can be done during Testing / Paper Evaluation)

11.2 Special Approval

11.2.1 *Paper Evaluation* : List of SA Applications awaiting Paper Evaluation

Figure 11.2.1 : SA Application Paper Evaluation List

11.2.2 Click on **Evaluation** to update details and upload certification report.

11.2.3 Under **Testing** Tab, enter Paper Evaluation detail.

Figure 11.2.3 : SA Application Paper Evaluation Details

11.2.4 Select relevant Status of Paper Evaluation for SA Application, as follows :-

      i.) Process : Paper Evaluation still in process.

      ii.)Cancel : Paper Evaluation for SA Application is Cancelled. SA cannot be Approved.

      iii.) Fail : Paper Evaluation for SA Application Failed. SA cannot be Approved.

      iv.) Pass : Paper Evaluation for SA Application Passed. Can proceed to Approve SA.

Figure 11.2.4 : SA Paper Evaluation Status

11.2.5 Click on **Save** to Save Paper Evaluation details.

11.2.6 Click on **Delete** to Delete Paper Evaluation details; or **Reset** to clear textbox entry.

11.2.7 Proceed with SA Approval. (SA Approval can be done during Testing / Paper Evaluation)

11.3   Registration of Manufacturer (RM)

11.3.1 *Paper Evaluation* : List of RM Applications awaiting Paper Evaluation

Figure 11.3.1 : RM Application Paper Evaluation List

11.3.2 Click on **Evaluation** to update details and upload certification report.

11.3.3 Under **Testing** Tab, enter Paper Evaluation detail.

Figure 11.3.3 : RM Application Paper Evaluation Details

11.3.4 Select relevant Status of Paper Evaluation for RM Application, as follows :-

   i.) Process : Paper Evaluation still in process.

   ii.)Cancel : Paper Evaluation for RM Application is Cancelled. RM cannot be Approved.

   iii.) Fail : Paper Evaluation for RM Application Failed. RM cannot be Approved.

   iv.) Pass : Paper Evaluation for RM Application Passed. Can proceed to Approve RM.

Figure 11.3.4 : RM Paper Evaluation Status

11.3.5 Click on **Save** to Save Paper Evaluation details.

11.3.6 Click on **Delete** to Delete Paper Evaluation details; or **Reset** to clear textbox entry.

11.3.7 Proceed with RM Approval. (RM Approval can be done during Testing / Paper Evaluation)

12.0 Application Renewal

This screen displays list of applications for renewal. IT/Networking does not require renewal since it is a one time only application.

12.1   Type Approval

12.1.1 *Renewal Type Approval Application*: List of TAC Applications for Renewal.

Figure 12.1.1 : Renewal Type Approval Application List

12.1.2 Click on Renew to Renew TAC List.

Figure 12.1.2 : Renewal Type Approval Application

12.1.4   Click on SQASI/NA/10/0041 to view TAC Application details.

12.1.5 Enter Start Date and select Year Requested to get Expiry Date. Enter Amount and click on Save.

12.1.6 Click on Quotation to view Quotation details.

12.1.7 Click on Application to view TAC Application details.

12.2 Special Approval

12.2.1 *Renewal Special Approval Application*: List of SA Applications for Renewal.

No.	File No.	TAC	Expiry Date	Product Type	Company Name	Assign To	Rene
1	SQASI/NA/10/0041	DABH/M1217/1110/S(10/0041)	23-11-2011 12:00 AM	MODEM V.34, 28.8K, PSTN	TEST INCORPORATED	omar	Renev

Figure 12.2.1 : Renewal Special Approval Application List

12.2.2 Click on Renew to Renew SA List.

No.	Start Date	Expiry Date	Entry Date	Approved
1	14-06-2011	13-06-2012	14-06-2011	True

Renewal Information			
Start Date	14-06-2011	Expiry date	13-06-2012
Receipt No		Receive by	FAIZ
Date	14-06-2011	Amount	
Year Requested	1 Year		
Remarks			

Save   Reset   Delete   Verified   Approved

Figure 12.2.2 : Renewal Special Approval Application

12.2.3 Click on SQASI/SA/10/0001/R to view SA Application details.

12.2.4 Enter Start Date and select Year Requested to get Expiry Date. Enter Amount and click
on **Save** .

12.2.5 Click on Quotation to view Quotation details.

12.2.6 Click on Application to view SA Application details.

12.3 Registration of Manufacturer (RM)

12.3.1 *Renewal Registration of Manufacturer*: List of RM Applications for Renewal.

No.	File No.	TAC	Expiry Date	Product Type	Company Name	Assign To	Rene
1	SQASI/NA/10/0041	DABH/M1217/1110/S(10/0041)	23-11-2011 12:00 AM	MODEM V.34, 28.8K, PSTN	TEST INCORPORATED	omar	Renev

Figure 12.3.1 : Renewal Registration of Manufacturer List

12.3.2 Click on **Renew** to Renew RM List.

No.	Start Date	Expiry Date	Entry Date	Approved
1	14-06-2011	13-06-2012	14-06-2011	True

Renewal Information			
Start Date	14-06-2011	Expiry date	13-06-2012
Receipt No		Receive by	FAIZ
Date	14-06-2011	Amount	
Year Requested	1 Year		
Remarks			

Save   Reset   Delete   Verified   Approved

Figure 12.3.2 : Renewal Registration of Manufacturer

12.3.4   Click on **DRAFT/REG/11/0001** to view RM Application details.

12.3.5   Enter Start Date and select Year Requested to get Expiry Date. Enter Amount and click on **Save** .

12.3.6 Click on **Quotation** to view Quotation details.

12.3.7 Click on **Application** to view SA Application details.

12.4   Tax Exemption (TAX)

12.4.1 *Renewal Tax Exemption Application*: List of TAX Applications for Renewal.

No.	File No.	TAC	Expiry Date	Product Type	Company Name	Assign To	Rene
1	SQASI/NA/10/0041	DABH/M1217/1110/S(10/0041)	23-11-2011 12:00 AM	MODEM V.34, 28.8K, PSTN	TEST INCORPORATED	omar	Renew

Figure 12.3.1 : Renewal Tax Exemption List

12.4.2 Click on **Renew** to Renew Tax exemption List.

No.	Start Date	Expiry Date	Entry Date	Approved
1	14-06-2011	13-06-2012	14-06-2011	True

Renewal Information			
Start Date	14-06-2011	Expiry date	13-06-2012
Receipt No		Receive by	FAIZ
Date	14-06-2011	Amount	
Year Requested	1 Year		
Remarks			

Save   Reset   Delete   Verified   Approved

Figure 12.4.2 : Renewal Tax Exemption Details

12.4.4   Click on DRAFT/TAX/11/0001 to view TAX Application details.

12.4.5   Enter Start Date and select Year Requested to get Expiry Date. Enter Amount and click

on **Save** .

12.4.6   Click on Quotation to view Quotation details.

12.4.7   Click on   Application   to view SA Application details.

13. Type Approval Application Package Management

13.1 This Screen allows TAC Applications to be grouped together as a Package based on Product Type to make product testing phase easier, faster and more efficient.

13.2 This screen lists all the TAC Applications to be grouped as a Package, as requested by Applicant (applicant clicks **Add to Package** in TAC Application Form declaration Screen).

Figure 13.2 : Type Approval Create New Package/Add to Package

13.2.1 Select TAC Application and Click on **Add to Package** to Add application to existing Package.

13.2.2 Click on **Create New Package** to create a new package (new unique package ID) to group TAC Applications together.

13.2.3 Package List displays list of TAC Applications, and their Package groups. Click on **Delete** to remove TAC Application from Package group.

Figure 13.3.3: Type Approval Package List

14.0 New Application Form

14.1 Type Approval Application Form

This screen displays the Type Approval (TAC) Application Form used to apply for new Type Approval. This Form consists of the following sections to be filled by Applicant:-

14.1.1 Company Information

Type Approval Application Form			
File No.		* Application Purpose	- Please Select - ▾
Type Approval Code		* Application Category	☐ FAST TRACK ☐ NORMAL ☐ PARALLEL ☐ PARALLEL + FAST TRACK ☐ TESTING
Entry Date		Last Update Date	
Company Name		Company/Business Registration No.	
Address	Search Company	Contact Person	a) b)
Tel No.		Fax No.	
Email		Website	
Testing Date		Application Status	
Quantity	2	Applied for Permit	☐
	Save		

Figure 14.1.1: Type Approval Application Form Company Information

14.1.1.1 Click on [Search Company] to select Company Information from database of registered companies.

14.1.1.2 Select Application Purpose as 'Business' or 'Manufacturer'

* Application Purpose	- Please Select - ▾
	- Please Select -
	BUSINESS
* Application Category	MANUFACTURER

Figure 14.1.4 : Type Approval Application Form Application Purpose

14.1.1.3 Select Application Category.

14.1.1.4 Enter Quantity; no. of items to bring in (default is 2)

14.1.1.5 Click on [Save] to Save Company details before proceeding to next section.

14.1.2 Product Information

Figure 14.1.2 : Type Approval Application Form Product Information and Specification

14.1.2.1 Click on **View TAC List** to View TAC List associated with the Model ID.

14.1.2.2 Click on **Search Model** to select from available list of models.

14.1.2.3 Click on **Add/Edit New Model** to add new model information that is not available in the database of Model List. Enter relevant Tariff, Principal, Manufacturer and Standard details. Click on **Save** to save details. New Model details will have to be verified and approved by SIRIM during the processing of application.

Figure 14.1.2.3 : Type Approval Application Form Add/Edit New Model

14.1.3 Enter Product Specification details

Figure 14.1.3: Type Approval Application Form Product Specification

14.1.4 Principal and Manufacturer Information

14.1.4.1 Both Principal and Manufacturer Information is displayed when product type is selected.

Principal Information	
Name	KEMILINKS INTERNATIONAL PTE LTD
Company/Business Registration No.	123-A
Address	LOT 5181 JALAN PERUSAAN 2 KAW. PERINDUSTRIAN PARIT BUNTAR 34290 PARIT BUNTAR
Postcode	
State	
City	
Country	
Contact Person	a) b)
Tel No.	
Fax No.	
Email	
Website	

Figure 14.1.4 : Type Approval Application Form Principal Information

14.1.5 Standard Information

14.1.5.1 Standard Information is displayed when product type is selected.

No.	Code	Version	Year	Description	Scope	Group	Type	Delete
				Technical Specification / Technical Checklist / Standard				
1	ETSI EN 301 511	9.0.2	2003	FOR GSM 900/1800	COMMUNICATION	GENERAL		Delet
2	CETS-T/SPC/003	1	2008	TECHNICAL SPECIFICATION/ CHECKLIST FOR FACSIMILE MACHINE	COMMUNICATION	GENERAL		Delet
3	ETSI EN 301 489-1	1.6.1	2005	EMC STANDARD	EMC	GENERAL		Delet
4	ETSI EN 301 489-7	1.3.1	2005	EMC STANDARD	EMC	GENERAL		Delet

Add Standard   New Standard

Product test report(s) details (if available) :

Add Test Report

Exit

Figure 14.1.5.1 : Type Approval Application Form Standard Information

14.1.5.2 Click on [Add Test Report] to add test report if available and enter relevant details.

14.1.6 Consultant Information

14.1.6.1 If Application done by Client, this section will be blank.

14.1.6.2 If Application done by Consultant, Consultant details will be displayed when company information is saved.

Save

Product | Principal | Manufacturer | Consultant | Standard | Document | Declaration

No.	Active	Consultant Code	ROC/ROB	Consultant Name	Address	Contac
				Consultant		
1	⊙	SQASI/CONS/10/0001	001381573-M	SDC SERVICES	NO. 17, JALAN USJ 11/3F 47620 SUBANG SELANGOR	Fax :

Figure 14.1.6.2 : Type Approval Application Form Consultant Information

14.1.7.Supporting Document

14.1.7.1 Attach relevant supporting documents for this TAC Application. This section is compulsory.

No.	Document Description	Attach
1	Color Brochures or Color Photo with Supporting Technical Specification	Attach
2	Original User Manual	Attach
3	Original Technical Manual	Attach
4	Related Technical Checklist as per CMST/DOC/TAC/07-1	Attach

Save

Attachment Capacity : NaN% free of 10 MB.

Figure 14.1.7.1 : Type Approval Application Form Supporting Document

14.1.8 Declaration

14.1.8.1 Complete the TAC Application with the Declaration section and Submit Application. This section is compulsory. Enter Applicant Name, IC No and type in any request in the remarks section. Click on **Submit** to Submit application. Applications not declared or submitted will be saved as 'DRAFT'. Click on Terms and Conditions to view terms and conditions of Type Approval.

Declaration

In connection with this application, I/we:

(a) undertake to ensure the product imported or manufactured complies with the relevant standards/ technical specification / checklist;

(b) undertake to supply accurate information as required by SIRIM QAS International Sdn. Bhd. for the purpose of evaluation of the product(s) to be certified ;

(c) undertake to provide a complete set of product including Interfaces, Connector, Test Jig, Test Adaptors, computer or accessories, which are deemed necessary;

(d) undertake to pay all costs involved in processing and evaluation of this application;

(e) undertake to inform SIRIM QAS International Sdn. Bhd. if there is any change in application by submitting a new application and indicate the change accordingly;

(f) undertake to pay the cancellation surcharge, RM 100.00 if decided to cancel the scheduled date less than 7 (seven) working days;

(g) declare that product to be imported / distributed are new and not used product;

(h) agree that SIRIM QAS International Sdn. Bhd. may release information obtained in the course of processing the application to the public or government authorities so far as is prudent to warn in the opinion of SIRIM QAS International Sdn. Bhd.;

(i) undertake to affix the certified product with SIRIM label as specified in the Communication and Multimedia Acts 1998 (Technical Standard) Regulations 2000);

(j) declare that all information submitted is true and have read and fully understood and agree to abide by the "Terms and Conditions for Type Approval";

Applicant Name :		NRIC :	
Remarks :			

☐ Declare   Submit

Figure1 4.1.8.1 : Type Approval Application Form Declaration

14.2 Special Approval Application Form

This screen displays the Special Approval (SA) Application Form used to apply for new Special Approval. The SA Application Form consists of the following sections to be filled by Applicant:-

14.2.1 Company Information

Figure 14.2.1: Special Approval Application Form Company Information

14.2.1.1 Click on Search Company to select Company Information from database of registered companies.

14.2.1.2 Select any one of the following Purpose of Importation.

Figure 14.2.1.2 : Special Approval Application Form Purpose of Importation

14.2.1.3 Click on **Save** to Save Company details before proceeding to next section.

14.2.2 Product Information

Figure 14.2.2 : Special Approval Application Form Product Information

14.2.2.1 Click on Search to search for Type of Product. Click on Clear to clear the information selected.

14.2.2.2 Click on Search Model to select from available list of models.

14.2.2.3 Click on Add/Edit New Model to add new model information that is not available in the database of Model List. Enter relevant Tariff, Principal, Manufacturer and Standard details. Click on Save to save details. New Model details will have to be verified and approved by SIRIM during the processing of application.

Figure 14.2.2.3 : Special Approval Application Form Add/Edit New Model

14.2.3 Consultant Information

14.2.3.1 If Application done by Client, this section will be blank.

14.2.3.2 If Application done by Consultant, Consultant details will be displayed when company

information is saved.

Figure 14.2.3.2 : Special Approval Application Form Consultant Information

14.2.4 Supporting Document

14.2.4.1 Attach relevant supporting documents for this SA Application. This section is compulsory.

Figure 14.2.4.1 : Special Approval Application Form Supporting Document

14.2.5 Declaration

14.2.5.1 Complete the SA Application with the Declaration section and Submit Application. Enter Applicant Name, IC No and type in any request in the remarks section. Click on **Submit** to Submit application. Applications not declared or submitted will be saved as 'DRAFT'. This section is compulsory.

14.3 Registration of Manufacturer

This screen displays the Registration of Manufacturer (RM) Application Form used to register new manufacturer. This Form consists of the following sections to be filled by Applicant:-

Figure 14.3 : Registration of Manufacturer Application Form

14.3.1 Click on **Save** to Save Company details before proceeding to next section.

14.3.2 Under TAC Tab, Click on Add TAC to select from a database of existing TAC applications.

14.3.3 Under Sample Tab, Click on Add Model(Sample) to search for Model (Sample). Click on New Model(Sample) to enter new model information that is not available in the database of Sample Tariff List. New Model details will have to be verified and approved by SIRIM during the processing of application.

14.3.4 Under Re-Export Tab, Click on Add Model(Re-Export) to search for Model (Sample). Click on New Model(Re-Export) to enter new model information that is not available in the database of Sample Tariff List. New Model details will have to be verified and approved by SIRIM during the processing of application.

14.3.5 Under Premises, Enter the following details :-

Premises Information	
Number of employees	
Estimated monthly output of product(quantity)	
No. of shifts per day	
Status of Premises (Owned/Rental/Lease)	
Area of premises	
Area of Office	
Area of Store	
Others	
Save	

Figure 14.3.5 : Registration of Manufacturer Application Form

14.3.6 Under Consultant Tab

14.3.6.1 If Application done by Client, this section will be blank.

14.3.6.2 If Application done by Consultant, Consultant details will be displayed when company

information is saved.

Figure 14.3.6.2 : Registration of Manufacturer Application Form Consultant Information

14.3.7 Under Document Tab, attach all relevant documents necessary for this application

14.3.8 Under Declaration Tab, Complete the Registration of Manufacturer Form with the Declaration section and Submit Application. Enter Applicant Name, IC No and type in any request in the remarks section. Click on **Submit** to Submit application. Applications not declared or submitted will be saved as 'DRAFT'. This section is compulsory.

14.4 Tax Exemption

This screen displays the Tax Exemption (TAX) Application Form used to apply for new Tax Exemption. The Tax Exemption Application Form consists of the following sections to be filled by Applicant:-

14.4.1 Company Information

Figure 14.4.1 : Tax Exemption Application Form Company Information

14.4.1.1 Click on **Save** to Save Company details before proceeding to next section.

14.4.1.2 Under TAC Tab, Click on **Add TAC** to select from a database of existing TAC applications.

14.4.1.3 Under Consultant Tab, If Application done by Client, this section will be blank. If Application done by Consultant, Consultant details will be displayed when company information is saved.

Figure 14.3.6.2 : Tax Exemption Application Form Consultant Information

14.4.1.4 Under Document Tab, Attach relevant supporting documents

14.4.1.5 Under Declaration Tab, Complete the Tax Exemption Form with the Declaration section and Submit Application. Enter Applicant Name, IC No and type in any request in the remarks section. Click on **Submit** to Submit application. Applications not declared or submitted will be saved as 'DRAFT'. This section is compulsory.

14.5 IT/Networking

IT/Networking Product Application Form			
File No.		Submission Date	
Approved Date		Expiry Date	
Entry Date		Last Update Date	
Application Status			
* Company Name	Search Company Clear	ROC/ROB	
* Address			
Postcode		City	- Please Select -
State	- Please Select -	Country	- Please Select -
* Contact Person 1	Name / Tel No. / Email	Contact Person 2	Name / Tel No. / Email
Fax No.		Website	
	Save		

Figure 14.5 : IT/Networking Application Form Company Information

14.5.1 Product Information

Product	Document	Declaration
Product Information		
Category	- Please Select -
	- Please Select -
	IT/NETWORKING PRODUCT
Product Name	ANTENNA
	OTHER TELECOMUNICATION ACCESSORIES
Model	
Brand	
	Save

Figure 14.5.1: IT/Networking Application Form Product Information

14.5.1.1 Select Product Category and enter product information

14.5.1.2 Click on **Save** and proceed to the next Tab

14.5.1.3 Under Document Tab, Attach relevant supporting documents

14.5.1.4 Under Declaration Tab, Complete the IT/Networking Form with the Declaration section

and Submit Application. Enter Applicant Name, IC No and type in any request in the remarks section. Click on **Submit** to Submit application. Applications not declared or submitted will be saved as 'DRAFT'. This section is compulsory.

15.0 Search Application

This screen allows users to search for Application based on given fields.

15.1   Type Approval

15.1.1 Enter relevant information (as shown below) to search for existing TAC Applications.

Search Type Approval Application	
File No.	
Approval Code	
Submission Date	From To
Expiry Date	From To
Application Category	- Please Select-
Modal Category	- Please Select-
Purpose	- Please Select-
Product Type	- Please Select -
Modal	
Consignee Name	
	Search

Figure 15.1.1 : Search Type Approval Application

16. Consultant Module

16.1   Consultant must be registered with SIRIM before can access system (Consultant contact SIRIM directly).

16.2   SIRIM Add Consultant details and Consultant login details at Consultant Master page. Login details provided to Consultant.

16.3   Consultant login to system. Consultant can view all its applications for its clients.

Figure 16.3 : Consultant View (Main Page)

16.4 Consultant with Admin role can view, add, edit and delete new users.

Figure 16.4 : Consultant & User Profile (Admin access)

16.5 Consultant (with no admin privileges) can only view Consultant Company and contact details.

Figure 16.5 : Consultant Profile (Normal access)
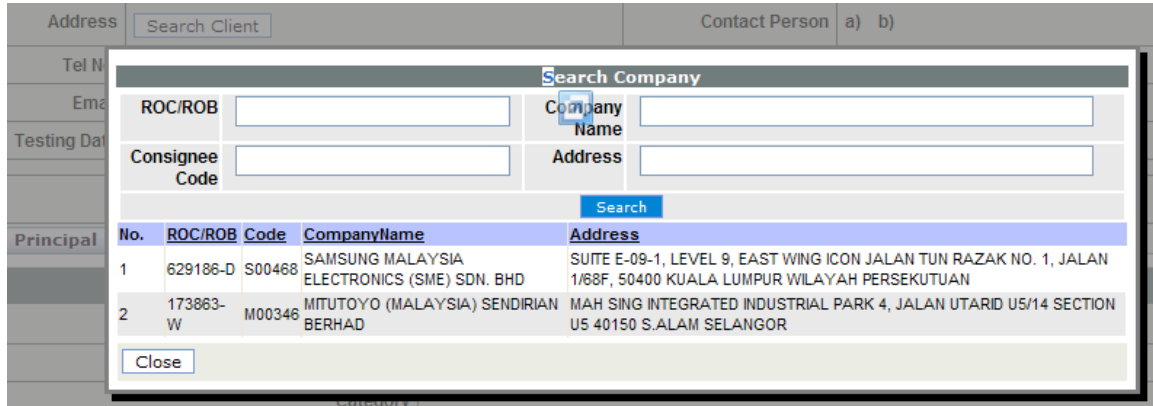
16.6 Consultant can view list of companies/clients who have added them as their consultants.

Figure 16.6 : Company/Client List
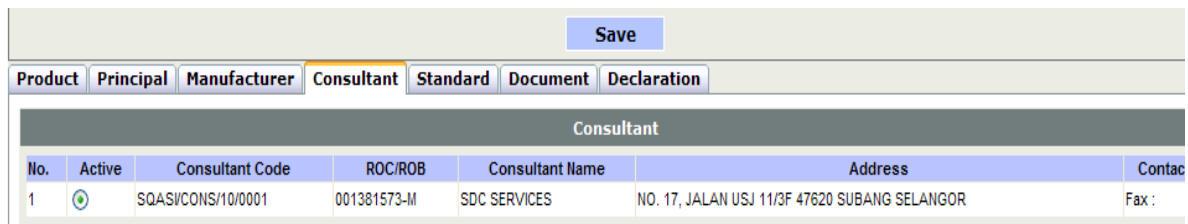
16.7   Consultant can proceed to apply for new TAC / SA .

16.8   When Consultant click on "Search Client", Consultant can view all clients that have
         added them as Consultants.

Figure 16.8 : Search Client List

16.9 Upon clicking on "Save", name and details of Consultant will appear in 'Consultant' Tab.

Figure 16.9 : Consultant Details (captured based on Login)

16.10 At Backend, SIRIM User will have the same view as Consultant or as Normal Applicant, for
TAC or SA Application Form.

16.11 If Application sent by Consultant, SIRIM User can only "Search Client" belonging to
Consultant. For application sent by normal applicant, SIRIM User can click on "Search Company"
to view list of all Companies.

17.0 Master List

This screen consists of the following Master Tables and is only accessible by Admin. Each screen allows admin to manage database by adding, deleting modifying and searching for data.

17.1 Company

This screen allows users to view list of Companies, their address and contact details as well as list of users, list of TAC and supporting documents of each Company.

Company

No.	ROB/ROC No	Company Name	City	State
1	123-T	TEST	BANDAR BARU BANGI	SELANGOR DARUL EHSAN
2	7379-A	ITS TESTING SERVICES (M) SDN. BHD.	PETALING JAYA	SELANGOR
3	test x	TEST		
4	252001-K	TESTNET SDN. BHD.	PUCHONG	SELANGOR
5	691340-H	UNIVERSAL TEST SOLUTION SDN BHD	BAYAN LEPAS	KUALA LUMPUR
6	290323-H	INFINITE TESTS SOLUTIONS (M) SDN. BHD.		PULAU PINANG
7	123-T	TEST BRANCH	BALING	PERLIS
8	12345-A	TEST01	BANDAR SRI PETALING	SELANGOR
9	112233	TEST BRANCH 2	PETALING JAYA	KUALA LUMPUR
10	_INC001	TEST INCORPORATED	GLENMARIE	SELANGOR
11	_INC001	TEST INCORPORATED 2	AMPANG	SELANGOR
12	123-T	TESTBRANCH3	BANDAR PERDA	KEDAH

Licence No	Branch Name	City	State
861038-K	BECKMAN COULTER (M) SDN BHD	PETALING JAYA	SELANGOR
755784-W	EXATREZ SDN BHD		KUALA LUMPUR
123-T	TEST BRANCH	BALING	PERLIS
112233	TEST BRANCH 2	PETALING JAYA	KUALA LUMPUR

Company Information

Company | Address | Contacts | Users | TAC | Supporting Document

* Company Name	TEST	CRM ID No.	3221100
* ROB/ROC No	123-T	MIDA/MITI	☐ MIDA ☑ MITI
* Registration Type	INDIVIDUAL	Website	www.test.com
Organisation Type	REGISTRAR OF BUSINESS	Remark	

Save | Delete | Reset | Add Branch | Search

Figure 17.1 : Company Master Screen

17.1.1 Click on Company (row) to view list of branches and details.

17.1.2 If Company is a Branch, list of branches won't display.

17.1.3 Under User Tab, can view list of users for this Company. User can add new user login details for this Company.

Figure 17.1.3 : Company User List

17.1.4 When click on Add New User , user can add, delete or modify user details .All other Tabs will be disabled.

Figure 17.1.4 : Company User List

17.1.5 Click on Back to User List to go back to user list. All other Tabs will be enabled.

17.1.6 Under TAC Tab, User can only view list of TAC for selected Company

17.1.7 Under Supporting Document Tab, User can only view list of documents attached during company registration.

17.2   Setup User

This screen allows users to add, modify, delete and search for employee information.

SIRIM User can also set user rights for employees.

	SIRIM User					
No.	Employee Code	Employee Name	Designation	UserName	Main User	Te
1	Emp001	AAA	ADMIN	AAA	YES	YE
2	Administrator	ABDUL GHANI		abdghani	NO	NO
3	Administrator	AIDA	EZ	AIDA	YES	YE
4	ADM	FARHANA	ADMIN ASSISTANT	FARHANA	NO	YE
5	Administrator	SARIMAH	ADMIN ASSISTANT	Sarimah	YES	YE
6	Administrator	ANUAR BIN NAZERI	ADMIN ASSISTANT	anuarn	YES	NO
7	Administrator	ERDAWATI	TECHNICAL EXECUTIVE	ERDA	YES	NO
8	Administrator	AHMAD FAIZAN B PARDI	TECHNICAL EXECUTIVE	faiz	YES	YE
9	1988	HARISON MOHD MOKTAR	TECHNICAL EXECUTIVE	HARISONM	YES	YE
10	1234	FAIZUMA	ADMIN ASSISTANT	faizuma	YES	YE
11	Administrator	ROSILAH BINTI AHMAD	CLERK	ILA	NO	NO
12	Normal User	YUSMAN	TECHNICIAN	YUSMAN YUS	YES	YE
13	1985	NORAZMI BIN ALIAS	ADMIN ASSISTANT 1	norazmi	YES	NO
14	1982	RABIAH	EXECUTIVE	RABIAH	YES	NO
15	Normal User	SYAIDA SYARAFINA BINTI SUHAIMI	TECHNICAL EXECUTIVE	Syaida	YES	YE
16	administrator	ARLIANA	ADMIN ASSISTANT	arliana	YES	YE
17	Administrator	KAMARIAH MUSA	ADMIN ASSISTANT	yahm	NO	NO
18	3112	ZULAINA	TECHNICAL EXECUTIVE	zulaina	NO	NO
19	Administrator	ZUL BIN JAFAR	TECHNICAL EXECUTIVE	ZULJ	YES	NO
20	maida	MAIDA MAHIDIN	EXECUTIVE	MAIDA	NO	NO

|< << 1 Of 3 >>

SIRIM User Information	

User | User Access Level

* Employee Code		* UserName	
* Employee Name		* Password	
IC No.		* Designation	- Please Select -

☐ Active   ☐ Main User (Admin)   ☐ Tester

Figure 17.2 : Setup User Master Screen

17.3   Model/Tariff

This screen allows users to add, delete, modify and search for Model/Tariff Information.

No.	**Model ID**	**Tariff Code**	**Model**	**Category**	**Brand**
1	M1215	111111	MAIPU MP2600 (WITHOUT ISDN)	CABLE MODEM(TELEPHONY)	MAIPU
2	M1216	2222222	MAIPU MP 801 (WITHOUT ISDN)	CABLE MODEM(TELEPHONY)	MAIPU
3	M1217	333333	MAIPU MP 803 (WITHOUT ISDN)	MODEM V.34, 28.8K, PSTN(TELEPHONY)	MAIPU
4	M1218	444444	MAIPU MP 128	MODEM V.34, 28.8K, PSTN(TELEPHONY)	MODEM
5	M1219	5555	MAIPU MP4126G	MODEM V.23 LEASED(TELEPHONY)	MAIPU
6	M1221	66666	MARTISDXX MIDI NODE	ROUTER INTERFACE CARD(TELEPHONY)	MARTIS
7	M1224	777777	LK 05051540	ROUTER INTERFACE CARD(TELEPHONY)	MARQUARDT
8	M1225	8888888	MRV TERESCOPE TS10/E/ETH	DIGITAL MODEM INTERFACE CARD(TELEPHONY)	MRV
9	M1226	99999	MAGICAR M702F	DIGITAL MODEM INTERFACE CARD(TELEPHONY)	MAGICAR
10	M1227	00000	MOTOROLA C350 (TYPE MC3-41D12)	E1/T1 DIGITAL ACCESS CARD(TELEPHONY)	MOTOROLA
11	M1229	121212	MAXON MX 7920	ROUTER(TELEPHONY)	MAXON
12	M1230	343434	MICOM MARATHON 5KT PRO	ROUTER(TELEPHONY)	MICOM
13	N0771		GZFT800-III	DIGITAL MODEM INTERFACE CARD(TELEPHONY)	MITSUBISHI
14	M1232	11111	111	E1/T1 DIGITAL ACCESS CARD(TELEPHONY)	111

Tariff Details

Tariff | Principle | Manufacturer | Standard

Model ID	M1238	*** Tariff Code**	[ ] [Search]
* Model Description	[ ]		
UOM	- Please Select - ▾		
* Category	- Please Select - ▾		
Label Size	- Please Select - ▾	**Brand**	[ ]
Remarks	[ ]		
Last Update			

Figure 17.3 : Model/Tariff Master Screen

17.4   Consultant

17.5   Other Master Screens include :-

    i.   City - Displays list of Cities

    ii.   Country - Displays list of Country

    iii.   Currency - Displays list of Currency

    iv.   Custom - Displays list of Custom

    v.   Designation - Displays list of Designation

    vi.   Equipment Type – Displays list of Equipment Type

    vii.   Location – Displays List of Locations

    viii.   Organisation – Displays List of Organisation

    ix.   Package - Displays List of Packages

    x.   Registration Type – Displays List of Registration Type

    xi.   State – Displays List of State

    xii.   UOM – Displays list of unit of measurement

    xiii.   Tariff Code – Displays List of Tariff Codes

    xiv.   Region Office – Displays List of SIRIM Region Offices

xv.   Item Principal – Displays List of Item Principal

xvi.   Model/Tariff – Displays List of Model/Tariff

xvii. Tariffs Re-Export – Displays List of Tariffs Re-Export

xviii. Tariffs Sample – Displays List of Tariffs Sample

xix.   Technical Specifications – Displays List of Technical Specifications

xx.   Test Labs – Displays List of Test Labs

xxi.   Supporting Document Control – Displays List of Supporting Documents and its modules.

xxii. Calendar Holiday – List of holidays to be entered into calendar.

18.0 Calendar

This screen manages the assignment of testing jobs to various testers. This screen has two types of users, admin and tester. Dates highlighted in blue is the current date while Dates highlighted in Orange are the selected dates.

18.1 Admin Screen

This screen displays an overall view of the calendar with the following details :-

- i.) No. of scheduled applications
- ii.) No. of unassigned applications
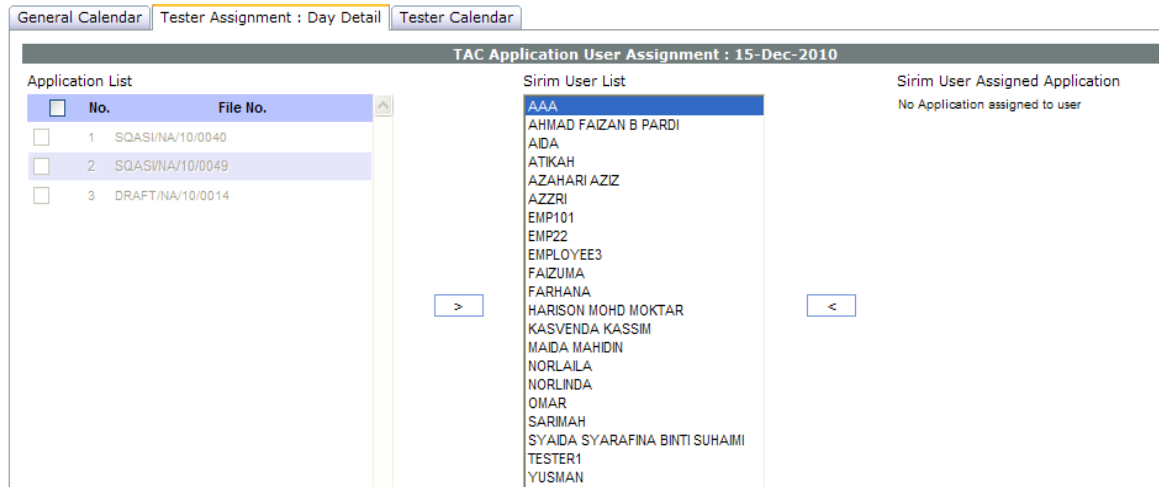- iii.) No. of testers unavailable

18.1.1 Under General Calendar Tab, Select application from List of Applications Awaiting Testing

18.1.2 Select a date and click on Add to selected date to add selected information to next Tab.
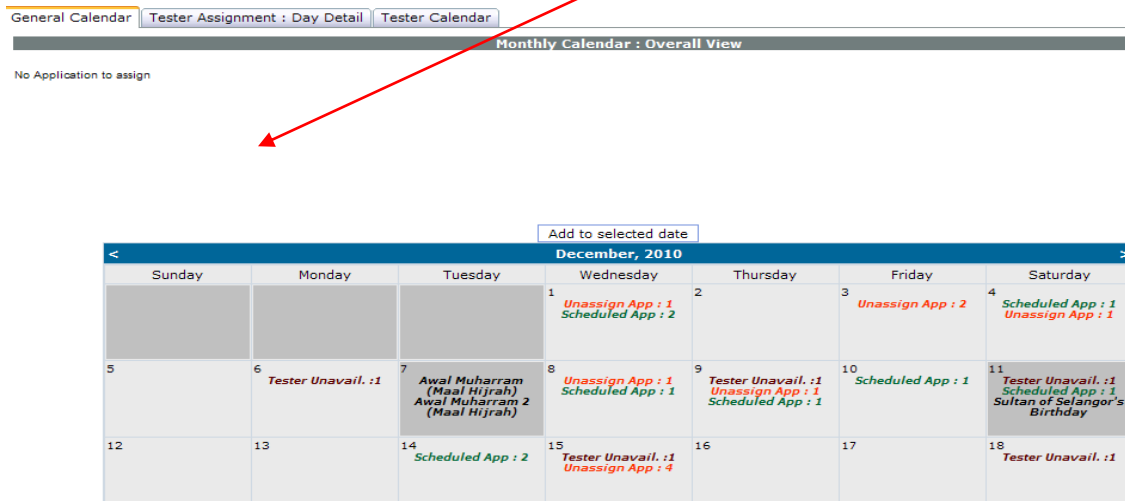
Figure 18.1 : Admin View of Calendar

18.1.3 Under Tester Assignment: Day Detail Tab, Admin can view list of Applications selected,

and list of Testers available on that day.

Figure 18.1.3 : Admin View of Tester Assignment: Day Detail
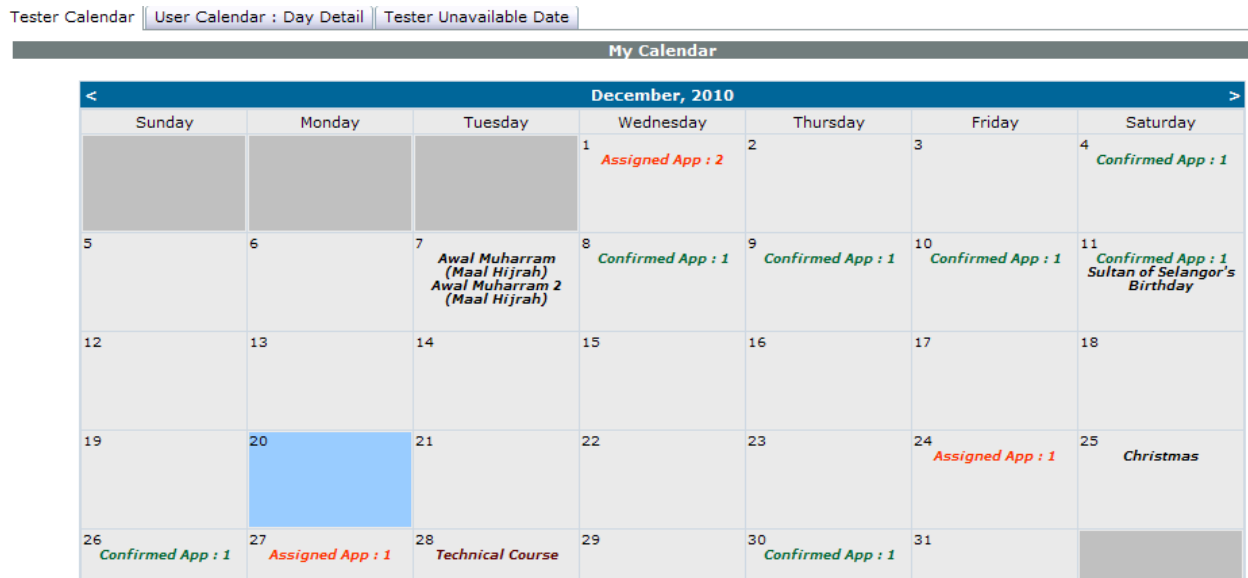
18.1.4 Admin selects (checks) application from Application List , highlights tester (under SIRIM User List) and clicks on [>] to assign job to tester.

18.1.5 All assigned jobs are listed under SIRIM User Assigned Application.

18.1.6 Under Tester Calendar Tab, Admin can view their own job assignments.

18.2 Tester View

18.2.1 Tester can View their own Calendar.

Figure 18.2.1 : Tester View of Tester Calendar

18.2.2 Tester can also view their own list of job assignments and confirmed applications. Tester can choose to release an assigned job.

18.2.3 Tester can enter unavailable dates (leave, holidays) to their own calendar.
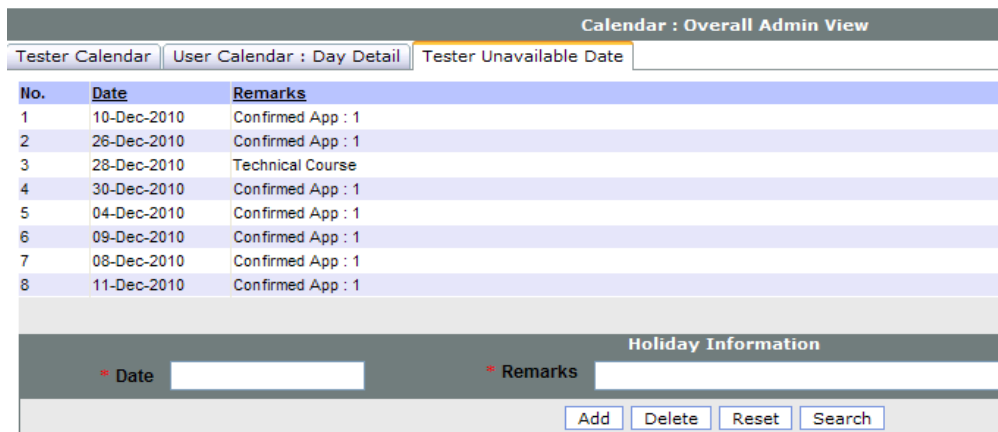
Figure 18.2.3 : Tester View of Tester Calendar