



e-CEE

Online Application for CoC and Consignment Test

e-CEE

Client User Manual

for SIRIM

Ver 1.3

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INTRODUCTION

e-CEE is a web-based Online Consignment Services Application Processing System designed to manage the online application and processing of applications for Consignment Services. There are 2 types of client users :-

- Company
- Consultant (applying for Consignment Test on behalf of Company)


This manual explains the usage of this system for both Client Users.

1.0 Login Screen

Existing clients can enter username and password to login. New Clients must register an account with system before proceeding with Consignment Test application. For new clients, click on

[Register As New Customer / Importer](#)

to create new account and register Company.



The screenshot shows the e-CEE login interface. At the top, there is the SIRIM QAS INTERNATIONAL logo and the text 'e-CEE Online Application for Consignment Services for Electrical and Electronic Products'. Below this, a light blue box contains the following text: 'If you have created your Login ID and Password, please key in your Login ID and Password here. Important! Login ID and Password that you have created is case sensitive. Register as new customer/importer, please click on the respective link.' There are two input fields: 'User ID:' and 'Password:'. Below the fields is a blue 'LOGIN' button. At the bottom of the light blue box, there is a link 'Forgot your ID/Password?' and another link 'Register As New Customer / Importer'. A note at the very bottom states: '(Only Importers registered at Suruhanjaya Tenaga are allowed to register a new account for eCEE)'.

Figure 1.0 : e-CEE Login Screen



e-CEE

Online Application for CoC and Consignment Test

1.1 Forgot ID/Password

Enter Email address to receive forgotten username or password information via email.



e-CEE

Online Application for Consignment Services for Electrical and Electronic Products

Forgot Your UserName/Password?

Enter you Email to receive your UserName/password

Your Email must be registered under SIRIM QAS.

Email :

Submit

Figure 1.1 : e-CEE Password Recovery Screen

2.0 eCEE Account Registration (Register as New Customer / Importer)

2.1 Client Type : Only Importers at Suruhanjaya Tenaga (ST) are allowed to register a new account for eCEE.

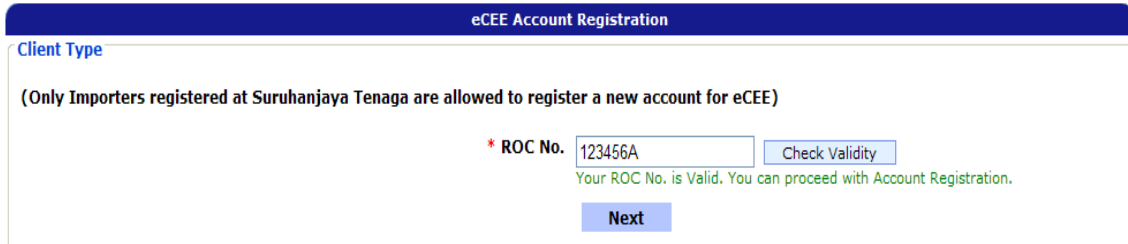


Figure 2.1 : eCEE Account Registration Screen

2.1.1 Importer must enter Company ROC No. and click on **Check Validity** to check if Importer is registered with ST.

2.1.2 If ROC No. is valid (exists in ST), click **Next** to proceed with account registration. A remark highlighted in green will display, indicating ROC No. is valid :

[Your ROC No. is valid. You can proceed with Account Registration.]

2.1.3 If ROC No. already has an account that exist with eCEE, the following remark will display in red :

[This ROC No. is already registered with SIRIM. Please use existing login details to access eCEE.]

2.1.4 The following remarks displayed, highlighted in red, indicate that importer cannot proceed with account registration.

2.1.4.1 *[Your ROC No. does not exist in ST database. Kindly confirm with ST.]* OR

2.1.4.2 *[Failed connecting to ST. Please try again later.]*

2.2 Login Information

Account Registration

Login Information

* ROC No. 123456A

* Login ID Your Login ID is available.

* Password

* Reconfirm Password

* Full Name

* Security Question ▾

* Answer

* Email

Figure 2.2 : eCEE Account Registration Enter Login Information Screen

2.2.1 Enter required login information.

2.2.2 Click on to check if Login ID (UserName) is available. If not available, provide new login ID.

2.2.3 Click on . Under Login Tab, the login details is displayed and is editable. You can also change the Password.

New eCEE Account Registration

Application Status : Awaiting Email Verification

Login

Login ID	companytest001
* Full Name	<input type="text" value="companytest001"/>
* Security Question	What is your mother's maiden name? ▾
* Answer	<input type="text" value="companytest001"/>
* Correspondence Email	<input type="text" value="suha@nettsys.com"/>
<input type="button" value="Save"/>	
Change Password	
* Current Password	<input type="password"/>
* New Password	<input type="password"/>
* Reconfirm New Password	<input type="password"/>
<input type="button" value="Save"/>	

Figure 2.2.3 : eCEE Account Registration Login Information Screen

2.3 Company Information

New eCEE Account Registration			
Application Status :			
Login		Company (HQ) Information	
Company Name	COMPANY TEST SDN BHD (HQ)		
Company Code	S6014101	Address 1	NO.11, JALAN TESTING,
ROC / ROB No.	123456A	Address 2	TAMAN TESTING,
Fax No.	03-2713 2991	Address 3	58200, KUALA LUMPUR, SELANGOR
Contact Person 1 (must be Importer Info)	Name	James *	
	Desg	Manager	
	Tel	0312345678 * Ext. 111	
	Email	suha@nettsys.com *	
	HP No.	0161234567 *	
Contact Person 2	Name		
	Desg		
	Tel		Ext.
	Email		
	HP No.		
Remarks	This is a Remark.		
<input checked="" type="checkbox"/> Confirm Submit			

Figure 2.3 : eCEE Account Registration Company(HQ) Information Screen

2.3.1 Under 'Company (HQ) Information' Tab, company information from ST is displayed on screen (same info as in ST).

2.3.2 Enter mandatory details for Contact Person Information (as indicated with *).

2.3.3 Complete the eCEE Account Registration by checking 'Confirm' to confirm information on screen. Click on **Submit** to Submit registration.

2.3.5 Upon submission, Application Status will display as 'Awaiting Email Verification'.

Application Status : Awaiting Email Verification

Login **Company (HQ) Information**

2.5.3 An email notification requesting for account activation will be sent to Importer's correspondence email. Importer must view email and click on [Activate](#) to validate authenticity of correspondence email provided earlier.

2.5.4 Importer will automatically be directed to client screen. Importer can view login and company details but is not allowed to make any amendments after submission.

2.5.5 Application Status will display as '*Application Awaiting Verification & Approval*'. SIRIM will proceed to Verify and Approve account registration.

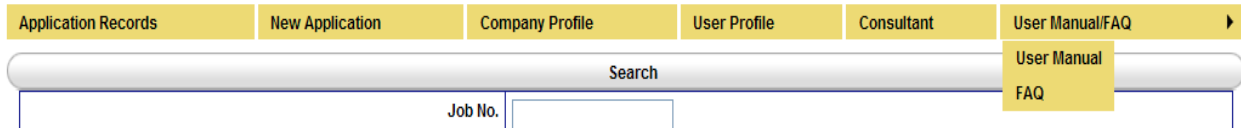
Application Status : Application Awaiting Verification & Approval



2.5.4 Once account registration is Approved by SIRIM, Importer's account will be activated and Importer will be notified via email. Proceed to login to eCEE with Username and Password created.

3.0 Menu Bar

After Company Registration has been Approved, importer can view and have access to the following screens. Point to the main menu, and click on sub menu to access to particular screen.



3.1 The Menu Bar above is explained as follows :-

3.1.1 Application Records : List of applications created / submitted.

3.1.2 New Application : Consignment Test Application Form.

3.1.2 Company Profile : Company and Branch Information displayed.

3.1.3 User Profile : List of users and their information displayed.

3.1.4 Consultant : List of Consultants whose services are requested by Importer (if any).

3.1.5 : User Manual / FAQ : eCEE User Manual / Guide / FAQ.

4.0 Consignment Test Application

The Consignment Test Application Form is used to apply for Consignment Test for electrical and electronic products that require testing before they can proceed with COA Application at ST. This Form consists of the following sections to be filled by Importer :-

4.1 New Consignment Test Application

4.1.1 Company Information

Welcome companytest001 [Logout](#)

Application Records New Application Company Profile User Profile Consultant User Manual/FAQ

Consignment Test Application Form

Consignment Test Application

Job No.	D2012K1250010	Status	Draft Application. Awaiting Submission
SIRIM Branch	HEAD OFFICE	Entry Date	13-01-2012 10:08 AM
Submission Date		Approve Date	
Applicant			
Company Name	COMPANY TEST SDN BHD (HQ)	Registration No.	22222A
Address	NO.11, JALAN TESTING, TAMAN TESTING, 58200, KUALA LUMPUR, SELANGOR SELANGOR DARUL EHSAN MALAYSIA Change Branch		
Contact Person 1	Name :JAMES (MANAGER) Tel :0312345678 (Ext. 111) H/P :0161234567 Email :suha@nettsys.com	Contact Person 2	Name : Tel : H/P : Email :suha@nettsys.com
Fax	03-2713 2991	Website	
Save			

Figure 4.1.1: Consignment Test Application Form Applicant Information

4.1.1.1 Select SIRIM Branch where application is to be processed (mandatory).

4.1.1.2 Applicant can choose to change company branch address by clicking on [Change Address](#).

4.1.1.3 Click on [Save](#) to save changes.

4.1.1.4 Application Status is displayed as : 'Draft Application. Awaiting Submission'

Status of application changes according to different processing stage of application. Check the status of application regularly.

4.1.2 Product Information

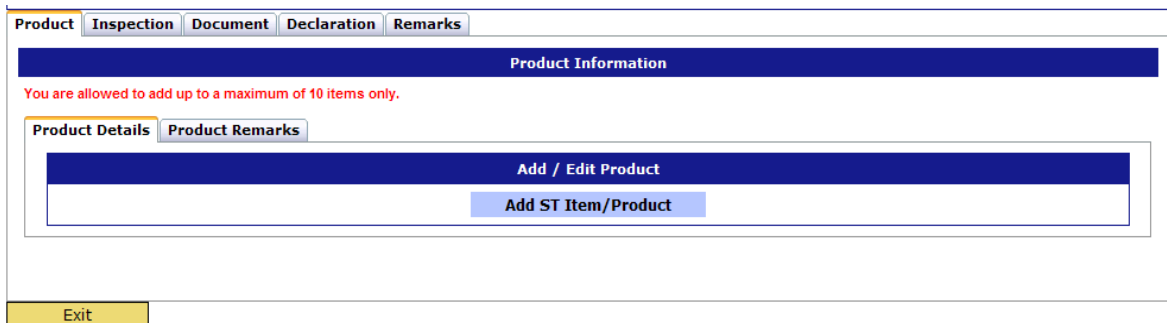


Figure 4.1.2 : Consignment Test Application Form Product Information

4.1.2.1 Click on **Add ST Item/Product** to select Product / Item (from ST) for Consignment Text.

4.1.2.2 A popup window will appear as shown below. Enter (optional) ANY ONE of the following details and click on **Search** to search for a SPECIFIC item :-

- a.) Approval Code
- b.) Item Name
- c.) COA No.

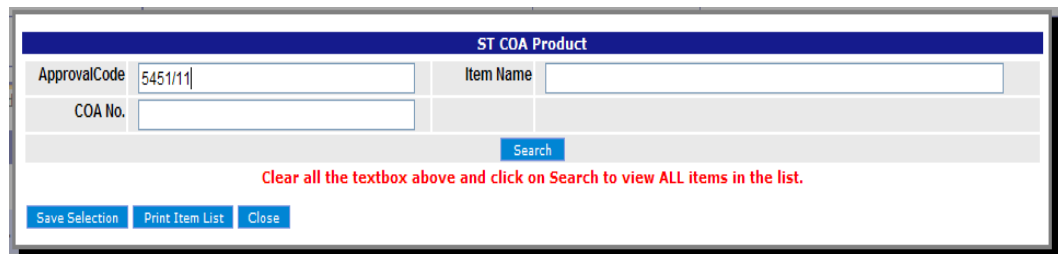


Figure 4.1.2.2 : ST COA Product/Item.

4.1.2.3 The Item searched will display as shown below. Select the relevant item/product, enter Quantity and click on **Save Selection**.

The screenshot shows the 'ST COA Product' search interface. At the top, there are input fields for 'ApprovalCode', 'Item Name', and 'COA No.', along with a 'Search' button. Below these fields, a red instruction reads: 'Clear all the textbox above and click on Search to view ALL items in the list.' The main area contains a table with the following data:

No.	<input type="checkbox"/>	ApprovalNo	ItemName	ModelNo	Brand	COANo	Quantity
	<input checked="" type="checkbox"/>	5451/11	Bell push-switch do not disturb marking and indicator	AC403-001	ABB	SJT161105037192011	15000

At the bottom of the interface, there are buttons for 'Save Selection', 'Print Item List', and 'Close'.

Figure 4.1.2.3 : List of ST Product per COA No.

4.1.2.4 Alternatively, to display list of ALL Items in list, clear all search textbox and click on **Search**, as shown below :-

The screenshot shows the 'ST COA Product' search interface with the search results expanded to show a list of 12 items. The table contains the following data:

No.	<input type="checkbox"/>	ApprovalNo	ItemName	ModelNo	Brand	COANo	Quantity
1	<input type="checkbox"/>	1358/11	MINIATURE CIRCUIT BREAKER	SH201 (1P+N,6kA, TYPE B&C,6A)	ABB	SJT161101007952011	
2	<input type="checkbox"/>	1359/11	MINIATURE CIRCUIT BREAKER	SH201 (1P+N,6kA, TYPE B&C,10A)	ABB	SJT161101007952011	
3	<input type="checkbox"/>	1360/11	MINIATURE CIRCUIT BREAKER	SH201 (1P+N,6kA, TYPE B&C,13A)	ABB	SJT161101007952011	
4	<input type="checkbox"/>	1361/11	MINIATURE CIRCUIT BREAKER	SH201 (1P+N,6kA, TYPE B&C,16A)	ABB	SJT161101007952011	
5	<input type="checkbox"/>	1362/11	MINIATURE CIRCUIT BREAKER	SH201 (1P+N,6kA, TYPE B&C,20A)	ABB	SJT161101007952011	
6	<input type="checkbox"/>	1363/11	MINIATURE CIRCUIT BREAKER	SH201 (1P+N,6kA, TYPE B&C,25A)	ABB	SJT161101007952011	
7	<input type="checkbox"/>	1364/11	MINIATURE CIRCUIT BREAKER	SH201 (1P+N,6kA, TYPE B&C,32A)	ABB	SJT161101007952011	
8	<input type="checkbox"/>	1365/11	MINIATURE CIRCUIT BREAKER	SH201 (1P+N,6kA, TYPE B&C,40A)	ABB	SJT161101007952011	
9	<input type="checkbox"/>	1366/11	MINIATURE CIRCUIT BREAKER	SH201 (1P,6kA, TYPE B&C,6A)	ABB	SJT161101007952011	
10	<input type="checkbox"/>	1367/11	MINIATURE CIRCUIT BREAKER	SH201 (1P,6kA, TYPE B&C,10A)	ABB	SJT161101007952011	
11	<input type="checkbox"/>	1368/11	MINIATURE CIRCUIT BREAKER	SH201 (1P,6kA, TYPE B&C,13A)	ABB	SJT161101007952011	
12	<input type="checkbox"/>	1369/11	MINIATURE CIRCUIT BREAKER	SH201 (1P,6kA, TYPE B&C,16A)	ABB	SJT161101007952011	

At the bottom of the interface, there are buttons for 'Save Selection', 'Print Item List', and 'Close'.

Figure 4.1.2.4 : List of ALL ST Items/Product

4.1.2.5 Click on **Print Item List** to print list of ALL items from ST in pdf format.
(optional – for reference purpose).

4.1.2.6 The selected item will display in table (grid view) form, under 'Product Information' section as shown below.

Product Information									
Please click on Product below to View/Delete Product Details.									
No.	Product No.	Item Name	Product Name	Brand	Model	Quantity	COA No.	Approval Code	Status
1		MINIATURE CIRCUIT BREAKER	CIRCUIT BREAKER INCLUDING AC CURRENT OPERATED EARTH LEAKAGE CIRCUIT BREAKERS AND MINIATURE CIRCUIT BREAKERS	ABB	SH201 (1P+N,6KA, TYPE B&C,6A)	1000	SJT161101007952011	1358/11	
2		MINIATURE CIRCUIT BREAKER	CIRCUIT BREAKER INCLUDING AC CURRENT OPERATED EARTH LEAKAGE CIRCUIT BREAKERS AND MINIATURE CIRCUIT BREAKERS	ABB	SH201 (1P+N,6KA, TYPE B&C,13A)	3000	SJT161101007952011	1360/11	
3		MINIATURE CIRCUIT BREAKER	CIRCUIT BREAKER INCLUDING AC CURRENT OPERATED EARTH LEAKAGE CIRCUIT BREAKERS AND MINIATURE CIRCUIT BREAKERS	ABB	SH201 (1P+N,6KA, TYPE B&C,20A)	5000	SJT161101007952011	1362/11	

You are allowed to select up to a maximum of 10 items only.

Figure 4.1.2.6 : List of Items/Products selected for Consignment Test

4.1.2.7 Click on each row on the table to view and edit details of each product. (row is highlighted in blue when clicked).

Product Information									
Please click on Product below to View/Delete Product Details.									
No.	Product No.	Item Name	Product Name	Brand	Model	Quantity	COA No.	Approval Code	Status
1		MINIATURE CIRCUIT BREAKER	CIRCUIT BREAKER INCLUDING AC CURRENT OPERATED EARTH LEAKAGE CIRCUIT BREAKERS AND MINIATURE CIRCUIT BREAKERS	ABB	SH201 (1P+N,6KA, TYPE B&C,6A)	1000	SJT161101007952011	1358/11	
2		MINIATURE CIRCUIT BREAKER	CIRCUIT BREAKER INCLUDING AC CURRENT OPERATED EARTH LEAKAGE CIRCUIT BREAKERS AND MINIATURE CIRCUIT BREAKERS	ABB	SH201 (1P+N,6KA, TYPE B&C,13A)	3000	SJT161101007952011	1360/11	
3		MINIATURE CIRCUIT BREAKER	CIRCUIT BREAKER INCLUDING AC CURRENT OPERATED EARTH LEAKAGE CIRCUIT BREAKERS AND MINIATURE CIRCUIT BREAKERS	ABB	SH201 (1P+N,6KA, TYPE B&C,20A)	5000	SJT161101007952011	1362/11	

You are allowed to select up to a maximum of 10 items only.

Add / Edit Product Information			
Name of Product (Nama Kelengkapan)	MINIATURE CIRCUIT BREAKER	Product Category (Jenis Kelengkapan)	CIRCUIT BREAKER INCLUDING AC CURRENT OPERATED EARTH LEAKAGE CIRCUIT BREAKERS AND MINIATURE CIRCUIT BREAKERS
Model No	SH201 (1P+N,6KA, TYPE B&C,6A)	Brand	ABB
Approval Code	1358/11		
COA No.	SJT161101007952011	COA Expiry Date	27-01-2012
Std Ref No.	IEC 60898-1(ED1)	Test Report No.	T/R VDE 70000-1200-0247/123318
Test Cert No.	CB CERT DE1-42054	Identical Model	
Voltage	220-240	Current	6
Frequency	50	Power	-
* Quantity	<input type="text" value="1000"/>	K1 Form No.	<input type="text"/> Get K1
Save Quantity & K1 Info		Add ST Item/Product	Reset Remove

Figure 4.1.2.7 : Add /Edit Product Information (Quantity & K1 Form No.)

4.1.2.8 Click on **Save Quantity & K1 Info** to modify/edit Quantity info, or to enter K1 Form No. The other information displayed is not allowed to be modified.

4.1.2.9 Click on **Add ST Item/Product** to select more Product / Item for Consignment Text. Only 10 items are allowed per application.

4.1.2.10 Click on **Get K1** to view K1 information attached to selected COA No. An example of K1 information is shown below.

K1 Information										
No.	COANo	BalancedQty	BalancedValue	DecRefNo	DeclaredQty	ItemNo	PermitRefID	RefID	ReleaseDate	TariffCode
1	SJT161308059442011	0	0		0	0		0	1/1/1900 12:00:00 AM	

Figure 4.1.2.10 : K1 Information

4.1.2.11 Click on **Reset** to hide 'Add/Edit Product Information' section.

4.1.2.12 Click on **Remove** to remove any of the item/product from the selection.

4.1.3 Inspection Information

4.1.3.1. For first time users of e-CEE, client must save Company Information (Refer to 4.1.1 above) first, before saving inspection information. The following note is displayed on Inspection Tab screen.

Product	Inspection(A)	Document	Declaration	Remarks
Inspection Information				
Select Location of Inspection		Please save company info before saving inspection details.		

Figure 4.1.3.1 : Consignment Test Application Form Inspection Information

4.1.3.2 Click on 'Inspection Location Master List' link, as shown below.

Product	Inspection(A)	Document	Declaration	Remarks
Inspection Information				
Select Location of Inspection		Click on link below to Add New Inspection Location information : Inspection Location Master List		

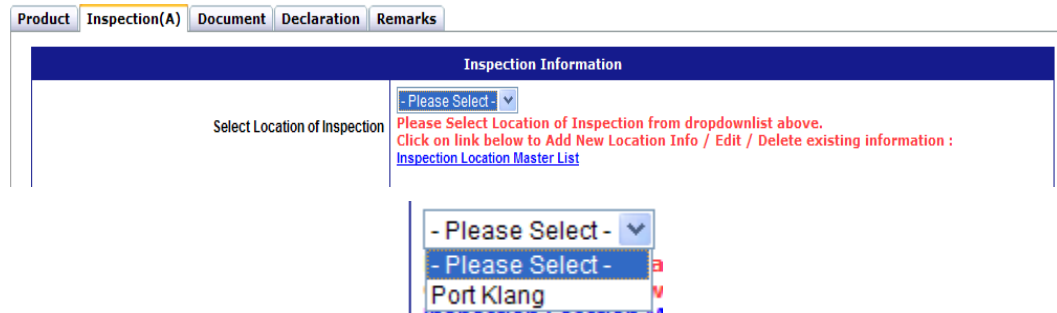
Figure 4.1.3.2 : Add New Inspection Location

4.1.3.3 A popup window will appear as shown below. Enter new Inspection Location details.

Inspection Location Master List	
Please enter Location Information below and click on 'Add New Location'. You can add more than 1 Location in this Master List.	
No.	Description
1	Port Klang
Inspection Address	
	Klang ,
Inspection Location Information	
* Location Description	Port Klang
* Location of Inspection (Address)	Klang
Contact Person	a) Jerry b)
Telephone No.	a) 112233 b)
H/P No.	a) 445566 b)
<input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Reset"/>	
<input type="button" value="Close"/>	

Figure 4.1.3.3 : Inspection Location Master List

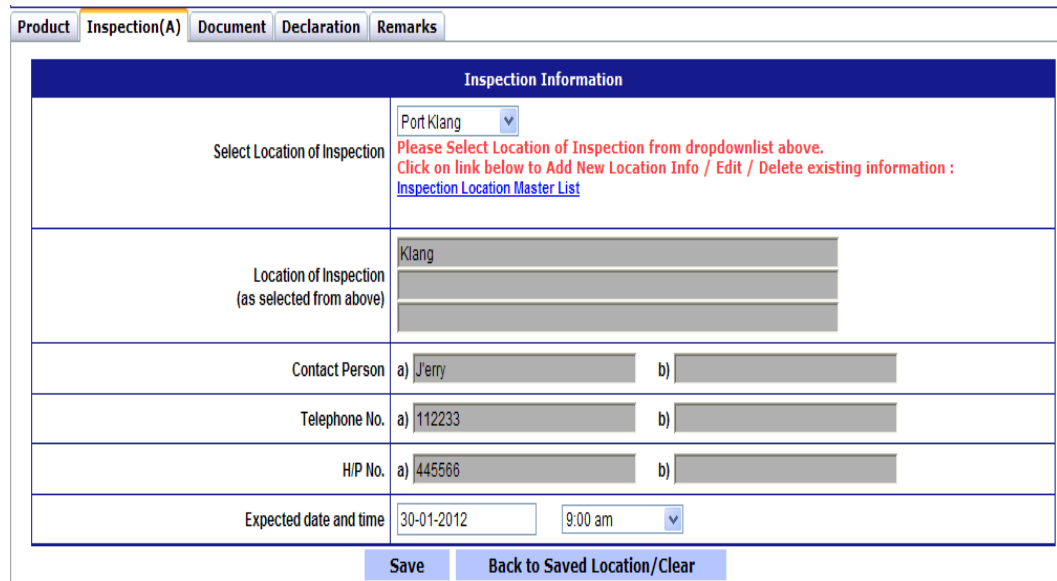
4.1.3.4 Close pop up window. Select Location of Inspection from dropdownlist as shown below.



The screenshot shows the 'Inspection Information' section of the application. The 'Select Location of Inspection' dropdown menu is open, displaying the following options: '- Please Select -', '- Please Select -', and 'Port Klang'. The 'Port Klang' option is highlighted. Below the dropdown, there is a red instruction: 'Please Select Location of Inspection from dropdownlist above. Click on link below to Add New Location Info / Edit / Delete existing information : [Inspection Location Master List](#)'.

Figure 4.1.3.4 : Select Location of Inspection

4.1.3.5 Location details selected will display as shown below. Enter expected date and time and click on **Save** to save details. Please Add ST Product first (Refer to 4.1.2 above), before saving Inspection information.



The screenshot shows the 'Inspection Information' form with the following details filled in:

Select Location of Inspection	Port Klang
Location of Inspection (as selected from above)	Klang
Contact Person	a) J'erry b) [Redacted]
Telephone No.	a) 112233 b) [Redacted]
H/P No.	a) 445566 b) [Redacted]
Expected date and time	30-01-2012 9:00 am

At the bottom of the form, there are two buttons: **Save** and **Back to Saved Location/Clear**.

Figure 4.1.3.5 : Consignment Test Application Form Inspection Information






4.1.3.6 To change Inspection Information, select a different Location from dropdownlist and click on **Save** to save Location details.

Click on **Back to Saved Location/Clear** to default to inspection location already saved or to clear location information selected.

Please note that you MUST select location from dropdownlist provided. You are not allowed to enter information in the areas highlighted in grey. Please select a different location and click on Save to change Inspection Information. If location not available in dropdownlist, please click on 'Inspection Location Master List' link provided to enter new location details.

4.1.4 Document Attachment

4.1.4.1 Attach relevant supporting documents (optional) for the application as shown below :-

No.	Document Description	Attach
1	Certificate of Approval	 Attach
2	Bill of Lading	 Attach
3	Invoice	 Attach
4	Custom K1 form	 Attach
5	Foreign Test Report (if applicable)	 Attach

Save

Attachment Capacity : 100% free of 10 MB.

Figure 4.1.4.1 : Consignment Test Application Form Document Attachment

4.1.5 Declaration

Product	Inspection	Document	Declaration	Remarks
TERMS AND CONDITIONS				
We agree to abide by the following terms and conditions and confirm the following:-				
1. The labels applied shall be for products imported or manufactured by the Applicant only.				
2. The products have obtained approval from the relevant regulatory bodies.				
3. The labels shall not be sold, given, lent or in any way transferred to any third party.				
4. The labels shall be affixed on the products under the corresponding approved consignment.				
5. The labels serial numbers recorded in this Form PP8 by SIRIM QAS International are in accordance to the job number, brand and model. The Applicant agrees that SIRIM QAS International records would prevail over the Applicant's records in the event of any discrepancies.				
6. To keep a copy of this Form PP8 for future reference.				
7. To pay the fees charged by SIRIM QAS International for the labels applied prior to their issuance.				
8. In the event where the labels issued are more than the Applicant's forecast production, the Applicant shall return the excess labels to SIRIM QAS International within fourteen (14) days from receipt of the labels.				
9. To ensure that the labels are securely kept at the Applicant's premises.				
10. To inform SIRIM QAS International immediately should the labels be lost or stolen and shall bear all associated costs.				
11. To be fully responsible in the event any labels found to be affixed to any product other than specified in Form PP8 unless the prior written approval is first obtained from SIRIM QAS International.				
12. To inform SIRIM QAS International immediately should the Applicant is aware of any imitation labels is found affixed to any of the products.				
13. To allow SIRIM QAS International to witness the affixing of the labels at SIRIM QAS International absolute discretion and to bear all costs pertaining thereto.				
14. To bear the cost of all advertisements or notices which SIRIM QAS International incurs as a result of a breach of any of this terms and conditions.				
15. To declare that all information submitted is true and have read and fully understood and agree to abide by the " Terms and Conditions of the Consignment Services ";				
<div style="display: flex; justify-content: space-between;"> <div style="text-align: left;">Applicant Name : <input type="text"/></div> <div style="text-align: left;">NRIC : <input type="text"/></div> </div> <div style="text-align: center; margin-top: 10px;"> <input type="checkbox"/> Declare <input type="button" value="Submit"/> </div>				

Figure 4.1.5 : Consignment Test Application Form Declaration

4.1.5.1 Complete the Consignment Test application with the Declaration section and Submit Application. Enter Applicant Name (name of person filling in application form details) and IC No, and click on to Submit application (mandatory.)

4.1.5.2 Applications not declared or submitted will be saved as 'Draft' and are still editable. Application already submitted cannot be modified (Submit button disappears upon successful submission).

4.1.5.3 Importer must regularly check their email for notifications or login to system and check for application status updates.

4.1.6 Remarks

There are 2 different sections for Applicant to enter Remarks, as follows :-

a.) Application Remarks

4.1.6.1 **Application Remarks by Applicant** : Applicant can enter any general remarks regarding application, to notify SIRIM. This section is optional. Alternatively, Applicant can call SIRIM directly for any inquiries.

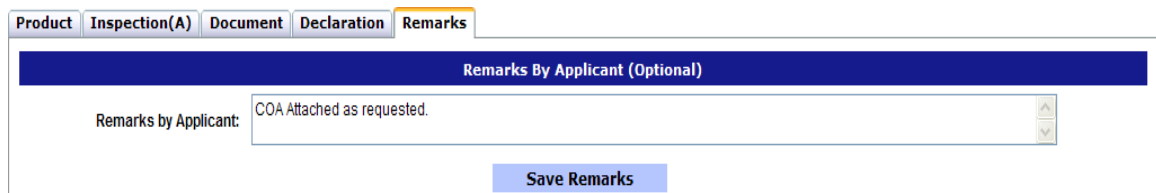
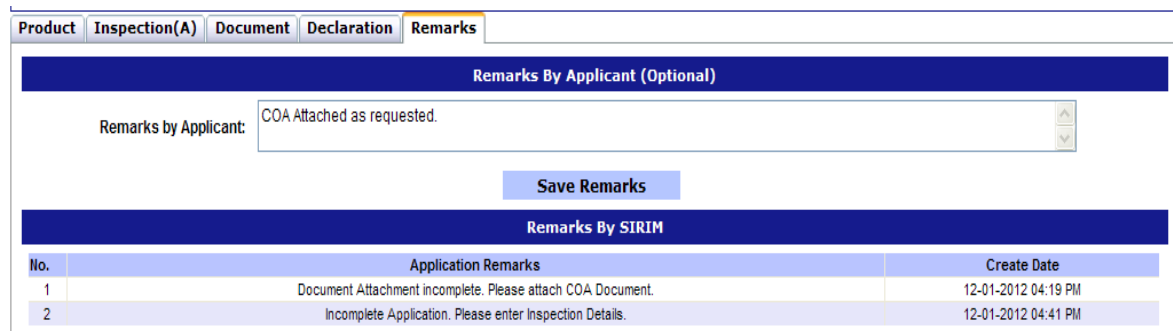


Figure 4.1.6.1 : Application Remarks by Applicant

4.1.6.2 **Application Remarks by SIRIM** : Any Remarks sent by SIRIM will be displayed under 'Remarks by SIRIM', as shown in figure 4.1.6.2 below. Applicant will also receive an email notification, when remarks are sent by SIRIM. Login to system to view remarks and take further action.



No.	Application Remarks	Create Date
1	Document Attachment incomplete. Please attach COA Document.	12-01-2012 04:19 PM
2	Incomplete Application. Please enter Inspection Details.	12-01-2012 04:41 PM

Figure 4.1.6.2 : Application Remarks by SIRIM (for Applicant)

a.) Product Remarks

4.1.6.3 **Product Remarks by Applicant** : Applicant can select product and enter any remarks regarding product, to notify SIRIM. This section is optional. Alternatively, Applicant can call SIRIM directly for any inquiries.

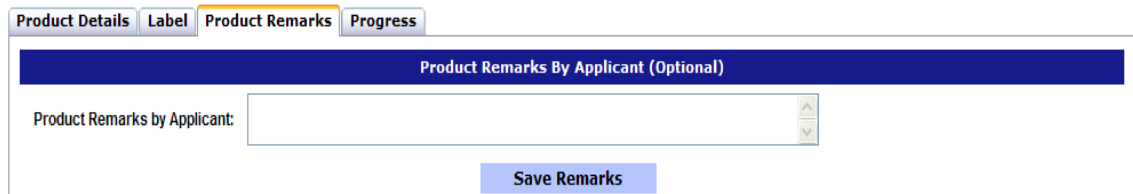


Figure 4.1.6.3 : Product Remarks by Applicant

4.1.6.4 **Product Remarks by SIRIM** : Any Remarks entered by SIRIM during application processing, will be displayed under 'Product Remarks by SIRIM', as shown in figure below. Login to system to view remarks and take further action.

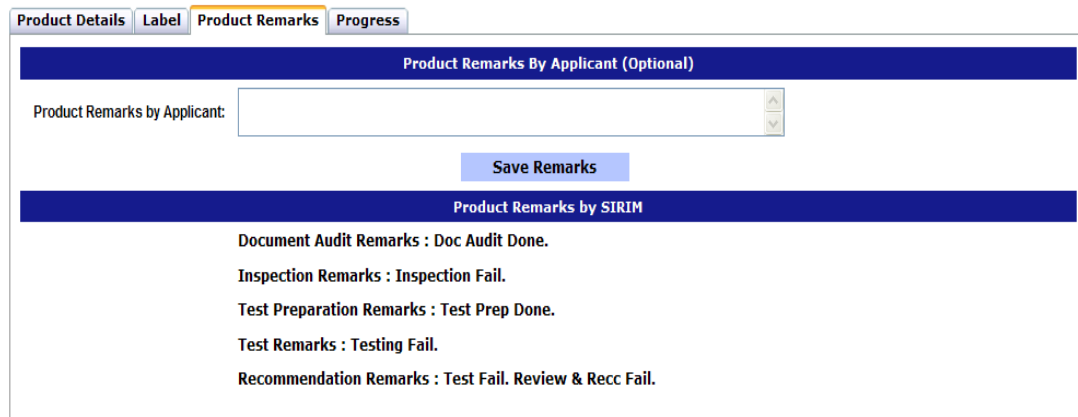


Figure 4.1.6.4 : Product Remarks by SIRIM (for Applicant)

5.0 List of Applications and Application Status

Application Records	New Application	Company Profile	User Profile	Consultant	User Manual/FAQ
---------------------	-----------------	-----------------	--------------	------------	-----------------

Search

Job No.	<input type="text"/>
Entry Date	From <input type="text"/> To <input type="text"/>
Status	<input type="text" value="- Please Select -"/>
Applications Created By	<input type="text" value="- Both -"/>

Applications						
No.	Job No.	Entry Date	Application Type	Status	Action	
1	D2012K1250008	12-01-2012	Consignment Test	Draft	Edit	
2	D2012K1250007	12-01-2012	Consignment Test	Draft	Edit	
3	D2012K1250003	05-01-2012	Consignment Test	Draft	Edit	
4	D2012K1250002	05-01-2012	Consignment Test	Draft	Edit	
5	D2011K1250041	22-12-2011	Consignment Test	Draft	Edit	
6	2012K1250001	06-01-2012	Consignment Test	Quotation	Quotation	
7	2011K1250051	21-12-2011	Consignment Test	Quotation	Quotation	
8	2011K1250050	22-12-2011	Consignment Test	In Process	Quotation	
9	2011K1250049	19-12-2011	Consignment Test	In Process	Quotation	
10	2011K1250048	15-12-2011	Consignment Test	Quotation	Quotation	

Figure 5.0 : e-CEE Application List Main Screen

This screen displays the list of Applications submitted by Importer, their status and current action on each application.

5.1. 'Status' displays the current processing stage of each application.

5.2 Under 'Action', Click on [Edit](#) to edit DRAFT application details before submitting, or click [Quotation](#) to view pdf version of Quotation (if available) and proceed to make payment.

5.3 Click on on each individual application, (for e.g [2011K0001](#)), to view Application Form details.

5.4 Status of each application explains the different processing stage that the application is currently in, and its description is displayed at the top right of the Application Form.

Consignment Test Application	
Job No. D2011K0010	Status New Incoming Application. Awaiting Verification

Figure 5.4 : e-CEE Application List Main Screen

Status / Processing Stage	Action	Application Status (Description)
Draft	Edit	Draft Application. Awaiting Submission Applications that are not submitted yet and are still editable. Client can click on Edit to edit application details before submission.

Incoming Application		New Incoming Application. Awaiting Verification Application already submitted and cannot be edited. Awaiting verification by SIRIM.
Verification	Quotation	Application Receive by Officer. Awaiting Generation of Job No. Application awaiting verification and preparation of Quotation.
Quotation	Quotation	Job No. Generated, Awaiting Quotation & Payment Application successfully verified and Awaiting Quotation. Click on Quotation to view pdf version of Quotation. Client can proceed to make payment.
In Process	Quotation	Application In process Application is currently being processed by SIRIM. Quotation link Quotation remains.
Completed Application	Quotation	Application Completed Quotation link Quotation remains.

6.0 Search

This screen allows Client Users to search for existing applications by entering relevant information in text field.

Search

Job No.	<input type="text"/>
Entry Date	From <input type="text"/> To <input type="text"/>
Status	- Please Select - ▼
Applications Created By	- Both - ▼

Figure 6.0: Search Application

6.1 Client can search based on Job No, Entry Date, Category, and Status.

7.0 Company Profile

This screen allows client to view and its company / branch information as retrieved from ST, including :-

Welcome **companytest001** [Logout](#)

[Application Records](#) |
 [New Application](#) |
 [Company Profile](#) |
 [User Profile](#) |
 [Consultant](#) |
 [User Manual/FAQ](#)

Company Information				
No.	Company Name	Licence No	Address	Approval Status
1	COMPANY TEST SDN BHD (HQ)	22222A	NO.11, JALAN TESTING, TAMAN TESTING, 58200, KUALA LUMPUR, SELANGOR SELANGOR DARUL EHSAN	Approved
2	COMPANY TEST SDN BHD (Branch)	22222A	NO.11, JALAN TESTING 2, TAMAN TESTING 2, 58200, KUALA LUMPUR, SELANGOR SELANGOR DARUL EHSAN	Approved

Company Details			
* ROBI/ROC No.	<input type="text" value="22222A"/>	* Address 1	<input type="text" value="NO.11, JALAN TESTING,"/>
* Company Name	<input type="text" value="COMPANY TEST SDN BHD"/>	Address 2	<input type="text" value="TAMAN TESTING,"/>
Fax No.	<input type="text" value="03-2713 2991"/>	Address 3	<input type="text" value="58200, KUALA LUMPUR, SELANGOR"/>
Contact Person 1	Name	<input type="text" value="JAMES"/>	Contact Person 2
	Desg	<input type="text" value="MANAGER"/>	
	Tel	<input type="text" value="0312345678"/> Ext. <input type="text" value="111"/>	
	Email	<input type="text" value="suha@nettsys.com"/>	
	HP No.	<input type="text" value="0161234567"/>	
<input type="button" value="Reset"/>			

Figure 7.0: Company Profile Screen

7.1 Company List displayed includes Company HQ and its Branches. Click on Company (row) to view and edit its details.

7.2 Click on to clear textbox.

7.3 Any updates on company information should be done at ST. Latest update at ST will be reflected at eCEE.

8.0 User Profile

This screen allows importer to manage different users across many of its company branches, including:-

- View and edit user details;
- Add/Delete users;
- Search for existing users

User List			
No.	Full Name	User ID	Email
1	NEWCLIENT008	newclient008	newclient008@nettsys.com
2	USER2CLIENT008	user2client008	user2client008@gmail.com

User Details			
* Login ID	<input type="text" value="newclient008"/>	Contact No.	<input type="text"/>
* Password	<input type="text"/>	* Email	<input type="text" value="newclient008@nettsys.com"/>
* Full Name	<input type="text" value="NEWCLIENT008"/>	Remarks	<input type="text"/>
* Branch	<input type="text" value="NEWCLIENT008 - JALAN 888"/>		
	<input checked="" type="checkbox"/> Active <input checked="" type="checkbox"/> Admin		
<input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Reset"/> <input type="button" value="Search"/>			

Figure 8.0 : User Profile Screen

8.1 User List displays all users that have access to e-CEE within the company organization and Branches.

8.2 Only Admin can decide to Add, Delete, or Modify User details.

8.3 Enter User details, and select the branch (or HQ) where user is located. The dropdownlist below only displays list of branches already approved by SIRIM.

* Branch	<input type="text" value="- Please Select -"/> <input type="text" value="- Please Select -"/> <input type="text" value="NEWCLIENT008 - JALAN 888"/> <input type="text" value="NEWCLIENT008BRANCH1 - AAA BBB CCC"/>
----------	---

Figure 8.3 : User Profile Branch List

8.4 Tick 'Active' to activate user account and tick 'Admin' if user is Administrator.

8.5 Click on to Add new user.

8.6 Click on User (Row) to view and edit its details.

9.0 Consultant Profile

9.1 Importer (client users) can also allow Consultants to apply for Consignment Test on behalf of them.

9.2 Consultant must contact SIRIM and provide necessary details / documents (e.g letter of agreement between Consultant and Importer). SIRIM will register an eCEE account and 'Add Consultant' as authorized agent for Importer.

9.4 Under Consultant Profile, Importer can view list of authorized Consultants that can apply for Consignment Test on behalf of Importer (Consultant already added to eCEE by SIRIM).

Welcome Consultant001 Logout

Application Records	New Application	Company Profile	User Profile	Importer	User Manual/FAQ
---------------------	-----------------	-----------------	--------------	----------	-----------------

Company Information				
No.	Company Name	Licence No	Address	Approval Status
1	CONSULTANT001 (HQ)	111	ADDR1 111 BANDAR PUTERI SELANGOR DARUL EHSAN	Approved

Company Details			
* ROB/ROC No.	111	* Address 1	ADDR1
* Company Name	CONSULTANT001	Address 2	
Fax No.	555	Address 3	
Contact Person 1	Name	CONSULTANT001	Contact Person 2
	Desg		
	Tel	222 Ext.	
	Email	suha@nettsys.com	
	HP No.	333	
Reset			

Figure 9.0 : Consultant Profile Screen

9.6 Company can choose to terminate the services of any of its Consultants by requesting SIRIM to remove Consultant from List of authorized Consultants.



10. Consultant as Applicant

Consultant can apply for Consignment Test on behalf of Companies, but they must be pre-registered with SIRIM.

10.1 Consultant Registration

10.1.1 Consultant registration can ONLY be done by SIRIM.

10.1.2 Consultant must contact SIRIM and provide necessary details / documents (e.g letter of agreement between Consultant and Importer). SIRIM will register and create an eCEE account for Consultant. Once this is done, Consultant will receive an email notification with login details from SIRIM.

10.1.3 SIRIM will then 'Add Consultant' as authorized agent for Importer. Consultant will receive another email notification informing that Importer has been added for Consultant. Consultant can now begin Consignment Test Application.

10.2 Consultant login & Menu Bar

10.2.1 After SIRIM has registered Consultant with eCEE, an email notification with login information will be sent to Consultant.

10.2.2 Login to eCEE using login details provided in email.

10.2.3 Consultant can view and have access to the following screens. Point to the main menu, and click on sub menu to access to particular screen.



10.3 Consultant's Company Profile (same as 7.0 above)

10.3.1 This screen allows client to view its company / branch information.

Welcome Consultant001 Logout

Application Records	New Application	Company Profile	User Profile	Importer	User Manual/FAQ
---------------------	-----------------	-----------------	--------------	----------	-----------------

Company Information				
No.	Company Name	Licence No	Address	ApprovalStatus
1	CONSULTANT001 (HQ)	111	ADDR1 111 BANDAR PUTERI SELANGOR DARUL EHSAN	Approved

Company Details			
* ROB/ROC No.	<input type="text" value="111"/>	* Address 1	<input type="text" value="ADDR1"/>
* Company Name	<input type="text" value="CONSULTANT001"/>	Address 2	<input type="text"/>
Fax No.	<input type="text" value="555"/>	Address 3	<input type="text"/>
Contact Person 1	Name	<input type="text" value="CONSULTANT001"/>	
	Desg	<input type="text"/>	
	Tel	<input type="text" value="222"/>	Ext. <input type="text"/>
	Email	<input type="text" value="suha@nettsys.com"/>	
	HP No.	<input type="text" value="333"/>	
Contact Person 2	Name	<input type="text"/>	
	Desg	<input type="text"/>	
	Tel	<input type="text"/>	Ext. <input type="text"/>
	Email	<input type="text" value="suha@nettsys.com"/>	
	HP No.	<input type="text"/>	
<input type="button" value="Reset"/>			

Figure 10.3.1 : Consultant Company Profile Screen

10.3.2 Company List displayed includes Company HQ and its Branches. Click on Company (row) to view and edit its details.

10.3.3 Click on [Reset](#) to clear textbox.

10.3.4 Contact SIRIM to update any relevant details.

10.4 Consultant's User Profile (same as 8.0 above)

This screen allows consultants to manage different users across many of its branches, including:-

- View and edit user details;
- Add/Delete users;
- Search for existing users

User List			
No.	Full Name	User ID	Email
1	HANSON	User1	user1@mail.com
2	USER2	User2	user2@mail.com

User Details			
* Login ID	<input type="text" value="User2"/>	Contact No.	<input type="text"/>
* Password	<input type="text"/>	* Email	<input type="text" value="user2@mail.com"/>
* Full Name	<input type="text" value="USER2"/>	Remarks	<input type="text"/>
* Branch	<input type="text" value="MEC HOLDINGS (M) SDN BHD - 1257-1-9(1 ST F LOOR) CAPITAL INDUSTRIAL CENTRE 6 3/4 MILES"/>		
	<input checked="" type="checkbox"/> Active <input type="checkbox"/> Admin		
<input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Reset"/> <input type="button" value="Search"/>			

Figure 10.4 : Consultant User Profile Screen

10.4.1 User List displays all users that have access to e-CEE within the company organization and Branches.

10.4.2 Only Admin can decide to Add, Delete, or Modify User details.

10.4.3 Enter User details, and select the branch (or HQ) where user is located. The dropdownlist below only displays list of branches already approved by SIRIM.

* Branch	<input type="text" value="- Please Select -"/>
	<input type="text" value="- Please Select -"/> <input type="text" value="NEWCLIENT008 - JALAN 888"/> <input type="text" value="NEWCLIENT008BRANCH1 - AAA BBB CCC"/>

Figure 10.4.3 : Consultant User Profile Branch List

10.4.4 Tick 'Active' to activate user account and tick 'Admin' if user is Administrator.

10.4.5 Click on **Add** to Add new user.

10.4.6 Click on User (Row) to view and edit its details.

10.4.7 Click on **Delete** to Delete selected Company Branch (row).

10.4.8 Click on **Reset** to clear textbox. Click on **Search** to search for User from User List.

10.5 Importer / COA Holder Profile

10.5.1 This screen displays list of all importers (companies) who have acknowledged and added Consultant to their list of authorized Consultants (see 9.0 above). This means, Company has given Consultant permission to apply for Consignment Test on their behalf whenever necessary.

Consultant can ONLY apply for Consignment Test for importers ADDED to the list below.

Application Records		New Application		Company Profile		User Profile		Importer		User Manual/FAQ	
Importer / COA Holder											
No.	Company Name	Licence No / IC No.	Address								
1	dagangnet	1010101	addr1 55555 BANDAR PUTERI SELANGOR DARUL EHSAN MALAYSIA								
Company Details											
* ROBI/ROC No.		1010101		Registration Type		ROC - PRIVATE LIMITED					
* Company Name		dagangnet		Organization Type		REGISTRAR OF BUSINESS					
* Address 1		addr1		City		BANDAR PUTERI					
Address 2				State		SELANGOR DARUL EHSAN					
Address 3				Country		- Please Select -					
Postcode		55555		Fax No.							
Contact Person 1		Name: dgnet1		Desg:		Contact Person 2		Name:			
		Tel: 112233		Ext:				Desg:			
		Email: suha@nettsys.com						Tel:			
		HP No: 112233						Email: suha@nettsys.com			
Website								HP No:			
<input type="button" value="Reset"/>											

Figure 10.5 : Consultant Importer/COA Holder List

10.6 Consultant Applying for New Consignment Test

10.6.1 Login to system and select **New Application** in Menu Bar.

10.6.2 Since steps for application process is the same as application done by Company, (see No 4.0 above), please follow steps in 4.0 above.

10.6.3 Consultant can apply for Consignment Test under Consultant's name (as Applicant).

Applicant					
Company Name	DAGANGNET(CONS)	Registration No.	1010101		
Address	addr1 55555 BANDAR PUTERI SELANGOR DARUL EHSAN MALAYSIA <input type="button" value="Change Branch"/>				
Contact Person 1	Name :DGNET1 Tel :112233 H/P :112233 Email :suha@nettsys.com	Contact Person 2	Name : Tel : H/P : Email :suha@nettsys.com		
Fax		Website			
<input type="button" value="Save"/>					
Importer					
No.	ROC/ROB	Importer Name	Address	Contact	Delete
1	1010101	dagangnet	addr1 55555 BANDAR PUTERI SELANGOR DARUL EHSAN MALAYSIA	dgnet1 Tel : 112233 Fax : Hp : 112233 Email : suha@nettsys.com	<input checked="" type="checkbox"/> Delete
<input type="button" value="Search"/>					

Figure 10.6.3 : Consignment Test Application with Consultant as Applicant on behalf of Importer (COA Holder)

10.6.4 Click on **Search** to Add Importer (to select which Importer the application is done for). Consultant can only view list of Importers who acknowledge them as their Consultants (see 9.0 above).

COA Holder					
No.	Company Name	Licence No / IC No.	Address		
1	dagangnet	1010101	addr1 55555 BANDAR PUTERI SELANGOR DARUL EHSAN MALAYSIA		
<input type="button" value="Close"/>					
Importer					
No.	ROC/ROB	Importer Name	Address	Contact	Delete
1	1010101	dagangnet	addr1 55555 BANDAR PUTERI SELANGOR DARUL EHSAN MALAYSIA	dgnet1 Tel : 112233 Fax : Hp : 112233 Email : suha@nettsys.com	<input checked="" type="checkbox"/> Delete
<input type="button" value="Search"/>					

Figure 10.6.4 : Consultant Importer/COA Holder List

10.6.5 Proceed with application by following steps in 4.0 above. Since steps for application process is the same as application done by Company, (see No 4.0 above), please follow steps in 4.0 above.

10.6.6 Consultant can view and search list of applications submitted and their status (see 5.0 and 6.0 above).