

# e-CEE Client User Manual

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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: -

- Importer
- Consultant (agent or freight forwarder applying for Consignment Test on behalf of Importer)

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

#### 1. 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 Importer.

Online Application for Co	nsignment Services for Electrical and Electronic Products
Sign In	ANNOUNCEMENT Today Finday, 24 Nov 2017 14 11:19
	SIRIM-FRAUNHOFER PROGRAMME FOR SMES SIRIM has been mandated by the Government to increase fectmology periortation and upgrading the Malaysian SMEs with the aim of boosting the instantial productivity. As such, SIRIM, with the collaboration of Fraunhofer institute a prominent technology institute in Germany and the largest applied research organisation in Europe, has developed several initiatives under the SIRIM Intervation Model, which is a step to reinforce the relationship between SIRIM and SIMEs in an effort to establish a successful SIME innevation ecosystem.
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.	CONGRATULATIONS TO THE CHAIRMAN OF SIRIM FOR THE CONFERMENT OF SENIOR FELLOWSHIP BY THE ACADEMY OF SCIENCES MALAYSIA Congenituations to the Chairman of SIRIM, YBig Academician Tan Sri Dr Ahmad Tajuddin All, FASC, PErg for the Conference of Serior Fellowship by
300057	perseverance is strengthening the field of science, engineering and technology. Acudemy of Sciences Malaysia is a body established by the government with the main function to be the nation's "Thought Leader" for matters related to science, engineering, technology and innovation.
	AEROSPACE ENGINEERING IN TRODUCED TO SEVEN SECONDARY SCHOOLS IN SARAWAK
	KUCHING, 4 Nov 2017: Students from seven secondary schools in Sarawak were introduced to aerospace engineering recently by researchers from SIRIM, World Association of Industrial and Technological Research Organisation (VIAITRO) Secretariat and the Islamic Educational, Scientific and
LOGIN	Cutural Organisation (ISESCO) Held at SK Santuborg here on 3 November 2017 in conjunction with WAITRO-ISESCO-SIRIM Research Fellowship Programme in the Area of Intelligent System, the session engages secondary school students develop creativity and Innovativeness by incorporating technology and Innovation into daily life.
Forget Username / Password	The session, part of an initiative to promote understanding in the Science, Technology, Engineering and Mathematics (STEM) Learning and Dual
Register As New Customer / Importer	TET AD
(Only Importers registered at Suruhanjaya Tenaga are allowed to register a new account for	

Figure 1. : Login Screen



## a. Forgot ID/Password

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

Sign In	ANNOUNCEMENT Today Finday, 24 Nov 2017 14:11:42
Forget Your UserName/Password?	SIRIM-FRAUNHOFER PROGRAMME FOR SMES SIRIM-FRAUNHOFER PROGRAMME FOR SMES SiriM has been mandated by the Government to increase technology paeetration and upgrading the Malaysian SMEs with the aim of boosting the industrial productively. As such SIRIM with the collaboration of Fraunhofer Institute, a prominent technology hotbuts in Germany and the largest applies research organisation in Europe, has developed several initiatives under the SIRIM (innovation Model, which is a step to reinforce the relationship between SIRIM and SMEs in an effort to establish a successful SME innovation ecosystem.
Enter you Email to receive your UserName/password Your Email must be registered under SIRIM QAS. Email Address	CONGRATULATIONS TO THE CHAIRMAN OF SIRIM FOR THE CONFERMENT OF SENIOR FELLOWSHIP BY THE ACADEMY OF SCIENCES MALAYSIA Comparibilities to the Doximum of SIRIM YBB Academician Tan Sil Dr Ahmed Tajuddin AI. FASL: PEng for the Conferment of Serier Fellowship by the Academy of Sciences Malaysia on Titunday. The Serier Fellow was awarded in recognition of Tan Sir Dr Ahmed Tajuddar is tabedership and perseverance in strengthening the field of science. Semineeing and the sciences Malaysia is a body established by the government with the main function to be the nation's 'Thought Leader' for matters related to science, engineering: technology and innovation.
Back to Login Page	AEROSPACE ENGINEERING INTRODUCED TO SEVEN SECONDARY SCHOOLS IN SARAWAK RUCHING, 4 Nov 2017: Studients fram seven secondary schools in Sarawak were Introduced to aerospace anginesning recently by researchers fro SIRMI, World Association of Industrial and Technological Research Organisation (WAITRO) Secretariat and the Islamic Educational, Scientific an Cultural Organisation (ISESCO). Held at SK Standborg here and November 2017 in cognitanti with WorlfO (ISESCO-SIMI Research Fellowing) Porgamme in the Area of Heldiger System, the session engages secondary school atuatint devide grantity and Innovationess by Incorporating technology and Innovation into daily litt The session and rail an initiation to promote understanding in the Safesca. Technology. Econoreiting and Mathematics (ISTEM) Learning and Du

Figure 1.2: Forgot ID/Password Screen

# 2. eCEE Account Registration (Register as New Customer / Importer)

## a. Client Type

• Only Importers at Suruhanjaya Tenaga (ST) are allowed to register a new account for eCEE.

ECEE ACCOUNT REGISTRATION
(Only Importers registered at Survivanjaya Tenaga are allowed to register a new ascount for eGEE)
ROC No. : 113005 V/ Check Mailing Verier ROC No. In Nature Roc Nature
P.S.

- Importer must enter Company ROC No. and click on <a href="https://check.Validity">Check.Validity</a> to check if Importer is registered with ST.
- If ROC No. is valid (exists in ST), click 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.

 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.

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

Your ROC No. does not exist in ST database. Kindly confirm with ST.



## b. Login Information

"ROG No.	: 123456A	-	-
*Login ID	COMFANYTEST001	Check Availability	Your Login ID is available.
*Password	:		
*Reconfirm Password	·		
Full Name	: COMPANYTEST001		
*Security Question	WHAT IS YOUR MOTHER'S MAIDEN NAME?		4. •
*Answer	: COMPANYTEST001		
^Email	; SHAFRULKHAIRY@GMAIL.COM		

#### Figure 2.1: Account Registration Screen

- Enter required login information.
- Click on Check Availability to check if Login ID (Username) is available. If not available, provide new login ID.
- Click on . Under Login Tab, the login details are displayed and is editable. You can also change the Password.



#### Online Application for Consignment Services for Electrical and Electronic Products

		NEW EVEL ACCOUNT REGISTRATION	
		Application Status :	
Login Information	-	LOGIN INFORMATION	
npany (HQ) Information	Login ID Full Name *	: companyTest001 : COMPANYTEST001	
	Security Question *	* WHAT IS YOUR MOTHER'S MAIDEN NAME?	•
	Answer*	: COMPANYTESTOOI	
	Correspondence Email *	: SHAHRULKHAIRY@GMAIL.COM	
		Save	
		CHANGE PASSWORD	
	Current Password *	÷ [	
	New Password *	:[	
	Reconfirm New Password *	: (	
		Save	

Figure 2.2: Login Information Screen



# c. Company Information

				Application Status			
Login Information				COMP	ANY INFORMATION		
pany (HQ) Information	Company N Company O ROC / ROB Fax No.	Name Code I No.	: TEST SDN BHD (HQ) : 56020560 : 1234567 : 03-27132991		Address		: 123 jalan satu 11111, ASAHAN, JOHOR , SARAWAK, MALAYSI
		CONT	ACT PERSON 1(MUST BE IMPOR	TER INFO)			CONTACT PERSON 2
	Name *	:	JAMES		Name	;[	
	Desg	:	MANAGER		Desg	: (	
	Tel No. *	:	0312545678	Ext : 111	Tel No.	3.[	Ext:
	Email *	:	SUALIRUI KUAIRY(SOMAIL COM		Email	: (	
	HP No. *	4	0123456789		HP No.	÷ (	
	Remark		IT IS IS A REMARK				

Figure 2.3: Company Information Screen

- Under 'Company (HQ) Information' Tab, company information from ST is displayed on screen (same info as in ST).
- Enter mandatory details for Contact Person Information (as indicated with \*).
- Complete the eCEE Account Registration by checking 'Confirm' to confirm information on screen. Click on 
   Submit to Submit registration.
- Upon submission, Notification will appear as below:

	NOTIFICATION
kindly check	In order to complete the registration, our registered email and click on activation link to activate you account.
	Close

• Application Status will display as 'Awaiting Email Verification'.

NEW ECEE ACCOUNT REGISTRATION	
Application Status : Awaiting Email Verification	

• An email notification requesting for account activation will be sent to Importer's correspondence email. Importer must view email and click on <u>Activate</u> to validate authenticity of correspondence email provided earlier.



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

Application Status : Application Awaiting Verification & Approval	

 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. 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.

Application Records	New Application	Company Profile	User Profile	Consultant	User Manual/FAQ		
					User Manual		
					FAQ		Open Search
					Consignment Services Into		
					Consignment Services Process Flow		
<u></u>					Guideline for Rework Process		
No. Job No.		Entry Date	Ap <mark>pl</mark> ica	ation Type	Guideline for 100% Safety Test	Status	Action

Figure 3.1 : Menu Bar

- The Menu Bar above is explained as follows: -
  - > Application Records: List of applications created / submitted.
  - > **New Application**: Consignment Test Application Form.
  - > Company Profile: Company and Branch Information displayed.
  - > User Profile: List of users and their information displayed.
  - Consultant: List of Consultants whose services are requested by Importer (if any).
  - > User Manual / FAQ: eCEE User Manual / Guide / FAQ.

# 4. 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: -



# a. Company Information

come : company res	1001				Log
Application Records	New Application Company Profile	User Pmfle Gonsult	ant User Manua/FAQ		
		CON	SIGNMENT TEST APPLICATION FORM		
Job No. SIRIM Branch Submission Date	: D2017K2123121 : HEAD OFFICE :		Status Entry Date Approve Date	: Uratt Application, Awaiting Submission : 24-11-2017 02:34 PM :	
			APPLICANT		
Company Name Address	: TEST SDN BHD (HQ) : 123 jalan satu 1111		Registration No.	: 123450A	
Fax	: 03-27132091		Website	5	
	CONTAGT PERSON	1		CONTACT PERSON 2	
Name	: James (Manager)		Name		
Tel	: 0312345678 (Ext. 111)		Tel	:	
HP No.	: 0123456789		HP No.	:	
	<ul> <li>ababru Uzbairu @ amail.cc</li> </ul>	00	Email		

Figure 4.1: Company Information

- Select SIRIM Branch where application is to be processed (mandatory).
- Applicant can choose to change company branch address by clicking on
   Change Branch
- Click on save changes.
- 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.

#### b. Product Information

			CONSIGN	MENT TEST	APPLICAT	юм				
Product Information		PRODUCT INFORMATION								
Inspection (A)	<u> </u>									
Document	No. Product No.	Item Name	Product Name	Drand	Model	Ouantity (Unit/P	c5)	COA No.	Approval Code	Status
Declaration	No record found			1000	1	1 0				
Remarks	K < 1 >	N N		Page:	of the	Page size 30 43m	an in a			item C to C of
	Product Details	Product Remarks	10 tems only.							
				c	OA INFOR	MATION				
			COA No.		2					
			COA Expiry Date Approval Code		:					
		F	DR SAFETY				F	OR ENERGY EF	FICIENCY	
	Std Ref No.	12			St	d Ref No.	22			
	Test Report No.	:			Te	est Report No.	1			
	Test Cert No.				Te	st Cert No.	:			
	Identical Model	3			Id	entical Model				
				A	dd 5T kem/	Produce				
				Delete	Application	Loit				

Figure 4.2: Product Information



- Click on Add ST Item/Product to select Product / Item (from ST) for Consignment Text.
- A popup window will appear as shown below. Enter (optional) ANY ONE of the following details and click on to search for a SPECIFIC item :
  - a.) Approval Code
  - b.) Item Name
  - c.) COA No.

	ST COA PRODUCT	
Approval Code :	Item Name :	
COA No. :		
Clear all the text	Search box sbove and click on Search to view ALL items in the list.	
Save Selection Print Item List Clo	se	

Figure 4.3: Search ST Item/Product

The Item searched will display as shown below. Select the relevant item/product, enter Quantity and Serial No. thenclick on

COA No. :	
	Search
Approval Item Name	her above and dies on Search to view ALL items in the list. Model isrand ICOA No. Quantify(Lint)Post senal No.
Inc17/16 HOME THEATRE SYSTEM(ACTIVE SPEA SYSTEM,ACTIVE SURROUND SPEAKER ACTIVE SUBWOOPER)	KER HT SONY SUTISTICATORIANCOCIT

Figure 4.4: ST Item/Product

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





Figure 4.5: ST Item/Product List

Click on Print Item List to print list of ALL items from ST in pdf format.

(optional – for reference purpose).

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

			CONSIGN	MENT TEST APPLICATION						
roduct Information				PRODUCT INFORM						
Document	-		Plea	se click on Product below to View."	Jelete Pro	duct Details;				
Declaration	No	Product No.	Hern Name	Product Name*	Rand	Masiel	Quantity (Unit/Pos)	COA NKI.	Approval Code	Skilo
Kennarks	1		AUDIO SYSTEMS (HOME AUDIO SYSTEM)	III FIDELITY SET	SONY	MINC GT40	15	SJT151112154072016	1057/16	
	2		AMPLIFIER, HIFI (BLU-RAY DISC TW/DVD HOME THEATER SYSTEM	AUDIO and VIDEO PLAYER UNIT	SONY	BDV- N9200W	10	S/T101112152322010	1095/15	
		K K	1 N N	Page: 1 of 1 Gu Bage	size 2	Change			ltcm 1	to 2 of

Figure 4.6: Product Information

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



Online Application for Consignment Services for Electrical and Electronic Products

			CONSIGN	MENT TEST APPLICATION							
Product Information				PRODUCT INFORMA	TION						
Inspection (A)											
Document			Plea	se click on Product below to View/Delete Product Details.						the second	
Declaration	No. Product	Item Name		Product Name	Brand	Model	Quantity (Unit/Pcs)	COA No.	Approval Code	Statu	
Remarks	-1	AUDIO SYSTEMS (HON	AUDIO SYSTEM)	HI-FIDELITY SET	SONY	MHC-GT4D	10/	S/T161112154072016	1057/16		
	2	AMPLIFIER, HIFI (BLU-R SYSTEM	AY DISC TM/DVD HOME THEATRE	AUDIO and VIDEO PLAYER UNIT	SONY	BDV- N9200W	5	S/T161112152522016	1095/15		
	K < 1	K		Page: 1 of 1 Go Page	size: 2	lhange			Item 1 to 2 of		
	You are allowed to select up to a maximum of 10 items only.										
	Product Details	Product Kemarks									
	PRODUCT INFORMATION										
	Name of Product : AUDIO SYSTEMS (HOME AUDIO SYSTEM)										
	(Nama Kelengka	apan)									
	Product Catego	ry									
	(Jenis Kelengka	apan)									
	Model No		: MHC-GT4D		Brand		: SONY				
	Voltage		: 120-240		Curren	t	a -				
	Frequency		: 50/60		Power		: 270				
	Quantity		: 10	K1 Form No. :					Get K1		
	COA INFORMATION										
	-		COA No.	:SJT1611	12154072	016					
			COA Expiry Date	:21-01-20	18						
	_		Approval Code	:1057/16							
	FOR SAFETY FOR ENERGY EFFICIENCY										
	Std Ref No.	: IEC6006	35:2001 (ED.7) + A1 : 2005 + A2:	2010 Std Re	f No.	:					
	Test Report No.	: 7191125	5070-EEC15/YET	Test Re	port No.						
	Test Cert No.	: CB CER	T SG-TN-03986	Test Ce	ert No.						
	Identical Model	:		Identic	al Model	:					
							Contraction of the				

Figure 4.7: Product Information

- 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.
- Click on Add ST Item/Product to select more Product / Item for Consignment Text. Only 10 items are allowed per application.
- Click on GerK1 to view K1 information attached to selected COA No. An example of K1 information is shown below.

	K1 INFORMATION									
0.	COAND	BalancedQty	BalancedValue	DecRefNo	DeclaredQty	ItemNo	PermitRefID	RefID	ReleaseDate	TariffCode
	SJT161112154072016	0	0		0	n		0	1/1/1900 12:00:00 AM	
	Close									
			Figu	re 4.8:	K1 Int	orm	ation			

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



• Click on Remove any of the item/product from the selection.

#### c. Inspection Information

• 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 Information Inspection (A)		INSPECTION (A) - IN SPECTION INFORMATION
Document	Select Location of Inspection	
Declaration		userse sowe company into netroite saving inspection actors.
Hemarke		

Figure 4.9: Inspection Tab Screen

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

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

Figure 4.10: Inspection Location Master List

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

		Please click on Location b	elow to view its details.	
o. De	To enter new Locatio scription	n, enter information below and click on 'Add Ne Inspection Addres	w Location'. You can add more than 1 Location in this	Master i ist.
Po	it KLang	Gang .		
		INSPECTION LOCATI	ON INFORMATION	
	* Location I	Description : PORT KLANG		
1	ocation of inspection	(Address): KI ANG		
	Con	act Person : a) JERRY	(d	
	Tel	ephone No. : a) 112233	b)	
		H/P No.: a) 445566	b)	
				ő.

Figure 4.11: Inspection Location Information

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



duct information		INSPECTION (A) - INSPECTION INFORMATION				
Inspection (A)	8					
Document	Select Location of Inspection	: - FEFASE SELECT - T				
Declaration		Please Select Location of Inspection from dropdownilist above.				
Remarks		Inspection Conduct Noder Lief				
		- PLEASE SELECT - V				
		And a state of the				



duct Information INSPECTION (A) - INSPECTION INFORMATION Inspection (A) Select Location of Inspection : (PORT KLANC Document Please Select Location of Inspection from dropdownlist above Click on link below to Add New Location Info / Edit / Delete existing information / Declaration Remarks Inspection Location Master List Location of Inspection : KLANG (as selected from above) Contact Person : a) JERRY b) Telephone No. : a) 112233 b) H/P No. : a) 445568 b) Expected date and time : 24-11-2017 9:00 AM  $\mathbf{r}$ Save Back to Saved Loca n/Clear

Figure 4.121: Inspection Information

- To change Inspection Information, select a different Location from dropdown list and click on save Location details.
- Click on Eack 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 dropdown list, please click on 'Inspection Location Master List' link provided to enter new location details.



#### d. Document Attachment

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

elect Information		
Inspection (A)		
Document	For offline supporting document submission, please send the supporting document to:	
Derlaration		
Remarks	Istang Services Department SIRIM QAS International Sdn. Bhd. No.1. Perdagan Dato' Menteri. P.O. Box 7035	
	Section 2, 40911 Shah Alam	
	Salannar Hand Elwan	
	C MERCER LAND I FRANKLIK I TOWARD	
	Attn: Consignment Services	
	Attn: Consignment Services	Attach
	Attn: Consignment Services No. Document Jescription 1 Centrals of Approval	Attach
	No. Document Description  Centrale of Approval  Control of Approval  Con	Attach
	Attn: Consignment Services No. Document Description Centrate of Approval Difficient of Approval Difficient Approval Difficient Approval Difficient	Attach Attach Attaci
	Attri: Consignment Services No. Boounet Description Centrale of Approval Detributes of Approval Indianag Invice Invice Custom Kr. form	Attach Attach Attach Attach Attach Attach

Figure 4.13: Document Attachment Screen

#### e. Declaration



Figure 4.14: Declaration Screen

 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 <a href="Submit">Submit</a> to Submit application (mandatory.)

 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).

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



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

#### i. Application Remarks

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.

Product Information Inspection (A)		REMARKS BY APPLICANT (OPTIONAL)
Document	Remarks by Applicant:	
Declaration	Charles Control of	
Remarks		
		Save Remarks

Figure 4.15: Remark by Applicant Screen

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.

Product Information		
Inspection (A)		REMARKS BI AFFLICANI (OF ICINAL)
Document	Remarks by Applicant:	
Declaration		
Remarks		
		Save Remarks
		REMARKS BY SIRIM
	No. Application Remarks	Create Date
	1 Minta sediakan CB fest report TUV SUD 001-1206/0-000	10-12-2012 04 15 FM

Figure 4.16: Remark by SIRIM Screen



## ii. Product Remarks

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.

	PRODUCT INFORMATION										
Inspection (k)	Figure day on Pandad being in Vesetilation Property Lines.										
Declaration	Ne Product	ue Pholipti som hann Broker Brane Model Clustering All									
THE GRADIE	Na.					pairport					
Remarks	1	AUGIO EXISTEMS (HOME AUDIO SYSTEM)	H HEIDEUTY SET	SCORE	MHC OTHE	10	S.T161112154072016	1057/15			
	2	AMELICIER, I CLOB LERAY DISC TIMOWE HOME THEATRE SYSTEM	AUDIO and VIDEO PLAYER UNIT	SCNY	80V N0200W	5	5 TI61 112 152522016	1095/15			
	K < 1	(a) (b)	Age 1 of 1 May Pages	a 7 0	hange			lten	1 10 2 ;		
	You are allowed to avoid up to a maximum of 10 town work.										
	You're allowed to as	Next up to a maximum of 10 items only.									
	You are allowed to an Product Details	dect up to a maximum of 10 denix only. Product Branceles									
	You are allowed to av Product Details	elect op to a manman of 10 items enily. Product Remarks									
	You are allowed to an Product Details	dest op 15 er mærnar i et 19 form oche. Prindin I Rama (s. PF	CODUCT REMARKS BY APPLIC	ANT (OP	RONAL)						
	You in allower to an Product Details Product Remark	Produit Ramon's of Witkersonly. Produit Ramon's provide the second secon	NODUCT REMARKS BY APPLICA	ANT (OP	nonal)						
	You are allowed to av Product Details Product Remark	And up to a maximum of UP charactery Product Remarks Product Remarks Pros by Applicant:	NODUCT REMARKS BY APPLICA	ANT (OP	TIONAL)						
	You in allowed to so Product Details Product Remark	des og for marnen si Wittersede. Podet Breach ss by Applicant:	XODUCT REMARKS BY APPLICA	ANT (OP	TONAL)						
	You are allowed to so Fraduct Details Product Remark	As og is a manner si (Panrechr. Podet Smeets s by Applicant: :	NODUCT REMARKS BY APPLICA	ANT (OP	TIONAL)						

Figure 4.17: Product Remarks by Applicant

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.

_			PRO	DUCTINFORMATION					
	Piece Us. K on Product Lebow to Year Deter Product Dearts.								
No. Product No.	No. Product No. Item Name Product Name Brand Woolel Guantity (Unit/Pcs) CDA No. Approval Code Ratus								
-1 ACO-KOSAN400(0/1)	WASHING MACHINE	WASHING MACHINES	SHASP -S	-208 - 224GB	S416110920164031	150918/30	Product Application Completer		
KK INN	Refer Tables Perchants Bon 11								
Year one of away to sched an do	n maximum of 19 iteras only	6							
Product Details Labe	Product Remarks	Progress							
6					An extension				
PRODUCT REMARKS BY APPLICANT (OPTIONAL)									
Product Remarks by Ap	plicant: :	PR	ODUCT REMA	RKS BY APPLICANT (OPT	IONALJ				
Product Remarks by Ap	plicant: :	PR	RODUGT REMA	RKS BY APPLICANT (OPT	IONALJ				
Product Remarks by Ap	plicant: :	PR	RODUCT REMA	Save Remarks					
Product Remarks by Ap	plicant: : ·	PR	PRODUCT REMA	RKS BY APPLICANT (OPT Save Remarks CT REMARKS BY SIRIM	IONALJ				
Product Remarks by Ap Document Audit Inspection	plicant: : ·	PR	PRODUCT REMA	RKS BY APPLICANT (OPT	IONALJ				
Product Remarks by Ap Document Audit Inspection Test Preparation	plicant: :	PR I occuments complete ispection dane	PRODUCT REMA	RKS BY APPLICANT (OPT	IONALJ				
Product Remarks by Ap Document Audit Inspection Test Preparation Testing	plicant: : : : : : : : : : : : : : : : : : :	PR I occuments complete ispection done csling done.	PRODUCT REMA	RKS BY APPLICANT (OPT	IONALJ				
Document Audit Inspection Test Preparation Testing Recommendation	plicant: : : : : : : : : : : : : : : : : : :	PR I occuments complete spection dane esting done.	PRODUCT REMA	RKS BY APPLICANT (OPT	IONALJ				

Figure 4.18: Product Remarks by SIRIM



# g. Product Progress (Product Tracking)

Click on <sup>2017K2123543(3/6)</sup> and view job tracking of product application under 'Progress' Tab.

		PF	ROGRESS		
<b>)</b> .	Product Status		Action Date	Remarks	Result
	Document Audit		11/6/2017 12:00:00 AM		8
	Inspection		11/6/2017 12 00:00 AM		0
	Awaiting Sample & Test Preparation		11/8/2017 12:00:00 AM		A
	lesting Assignment		11/8/2017 12:00:00 AM		0
	Testing		11/8/2017 12:00:00 AM		Ø
	Review & Recommendation		11/14/2017 12:00:00 AM		0
	Approval		11/15/2017 12:00:00 AM		Ø
	Label Issuance		11/15/2017 12:00:00 AM		Ø
	<b>KI</b> V				A
	Label Issued		11/15/2017 12:00:00 AM		Ø
	Fail				A
	Canceled				A
	Product Application Completed		11/15/2017 2 12 18 PM		-

Awaiting process / Pending

Figure 4.19: Progress Screen



# 5. List of Applications and Application Status

	n Records New Application	Company Profile U	Jser Profile Consultant Use	r Manua¥FAQ		
	·					Close Search
		Job No. Company Name Entry Date Status Applications Cr	: From : - Please Select- cated By : - Both - •	to • Search Reset		
	L					)
				APPLICATIONS	1 Marc	
No.	Job No.	Entry Date	Application Type	APPLICATIONS Company Name	Status	Action
No.	Job No. D2017#1470127	Entry Date 09-10-2017	Application Type Importer	APPLICATIONS Company Name DAEWOO ELECTRONICS (M) SDN BHD	Status Draft	Action Edit
No. 1 2	Job No. D2017K1470127 D2017K1470118	Entry Date 09-10-2017 05-10-2017	Application Type Importer Importer	APPLICATIONS Company Name DAEWOO ELECTRONICS (M) SDN BHD DAEWOO ELECTRONICS (M) SDN BHD	Status Draft Draft	Action Edit Edit
No. 1 2 3	Job No. D2017K1470127 D2017K147018 D2013K1470013	Entry Date 09-10-2017 05-10-2017 11-04-2013	Application Type Importer Importer Importer	APPLICATIONS Company Name DAEWOO ELECTRONICS (M) SDN BHD DAEWOO ELECTRONICS (M) SDN BHD DAEWOO ELECTRONICS (M) SDN BHD	Status Draft Draft Completed Application	Action East Edit Quotation
No, 1 2 3 4	Job No. D2017K1470127 D2017K147018 D2013K1470013 D2013K1321611	Entry Date 09-10-2017 05-10-2017 11-04-2013 09-08-2012	Application Type Importer Importer Importer Importer	APPLICATIONS Company Name DAEWOO ELECTRONICS (M) SDN BHD DAEWOO ELECTRONICS (M) SDN BHD DAEWOO ELECTRONICS (M) SDN BHD DAEWOO ELECTRONICS (M) SDN BHD	Status Draft Draft Completed Application Completed Application	Action Edit Edit Guotation Quotation
No. 1 2 3 4 5	Job No. D2017K1470127 D2017K147018 D2013K1470013 D2012K1321811 2017K1470224	Entry Date 09-10-2017 05-10-2017 11-04-2013 09-08-2012 25-10-2017	Application Type Importer Importer Importer Importer	APPLICATIONS Company Name DAEWOO ELECTRONICS (M) SDN BHD	Status Draft Draft Completed Application Completed Application In Process	Action Edit Edit Quotation Quotation Quotation
No. 1 2 3 4 5 6	Job No. D2017K1470127 D2017K1470130 D2012K1321611 2017K1470214 2017K1470214	Entry Date 09-10-2017 05-10-2017 11-04-2013 09-012 25-10-2017 02-10-2017	Application Type Importer Importer Importer Importer Importer	APPLICATIONS Company Name DAEWOO ELECTRONICS (M) SDN BHD	Status Draft Draft Completed Application In Process In Process	Action Edit Edit Quotation Quotation Quotation Quotation
No, 1 2 3 4 5 6 7	Job No. D2017K1470127 D2017K147013 D2013K147013 D2013K1470214 2017K147024 2017K147024 2017K1470192	Entry Date 09-10-2017 05-10-2017 11-04-2013 09-08-2012 25-10-2017 02-10-2017 21-09-2017	Application Type Importer Importer Importer Importer Importer Importer Importer	APPLICATIONS Company Name DAEWOO ELECTRONICS (M) SDN BHD	Status Draft Draft Completed Application Completed Application In Process in Process Completed Application	Action Edit Edit Guotation Quotation Quotation Quotation Quotation
No. 1 2 3 4 5 6 7 8	Job No. D2017K1470127 D2017K147013 D2013K147013 D2013K1470013 D2012K1470214 2017K1470212 2017K1470192 2017K1470192	Entry Date 09-10-2017 11-04-2013 09-08-2012 25-10-2017 02-10-2017 21-09-2017 19-09-2017	Application Type Importer Importer Importer Importer Importer Importer Importer	APPLICATIONS  Company Name DAEWOO ELECTRONICS (M) SDN BHD	Status Draft Draft Completed Application In Process In Process Completed Application Completed Application	Action Edit Edit duotation Quotation Quotation Quotation Quotation Quotation
No. 1 2 3 4 5 6 7 8 9	Job No. D2017K1470127 D2017K147013 D2013K1470013 D2012K1321911 2017K1470224 2017K1470224 2017K1470292 2017K1470192 2017K1470199	Entry Date 09-10-2017 05-10-2017 05-00-2017 11-04-2013 09-09-2012 25-10-2017 02-10-2017 19-09-2017 19-09-2017	Application Type Importer Importer Importer Importer Importer Importer Importer Importer Importer	APPLICATIONS  Company Name DAEWOO ELECTRONICS (M) SDN BHD	Status Draft Draft Completed Application In Process In Process Completed Application Completed Application Completed Application	Action Edit Edit Guotation Guotation Guotation Guotation Guotation Guotation Quotation Quotation
No, 1 2 3 4 5 6 7 8 9 9	Job No. D2017K1470127 D2017K147015 D2012K1470013 D2012K121511 2017K1470224 2017K1470224 2017K1470192 2017K1470192 2017K1470190 2017K1470190	Entry Date 09-10-2017 05-10-2017 09-08-2013 09-08-2012 25-10-2017 02-10-2017 19-09-2017 19-09-2017 13-09-2017	Application Type Importer Importer Importer Importer Importer Importer Importer Importer Importer Importer	APPLICATIONS  Company Name DAEWOO ELECTRONICS (M) SDN BHD	Status Draft Draft Completed Application In Process In Process Completed Application Completed Application Completed Application Completed Application	Action Edit Edit Guistation Quotation Quotation Quotation Quotation Quotation Quotation
No. 1 2 3 4 5 6 7 8 9 10 11	Job No. D2017K1470127 D2017K1470135 D2013K1470135 D2013K1470024 2017K1470024 2017K1470024 2017K1470192 2017K1470192 2017K1470192 2017K1470194 2017K1470194 2017K1470195 2017K1470195	Entry Date 09-10-2017 05-10-2017 11-04-2013 02-10-2017 22-10-2017 22-09-2017 19-09-2017 19-09-2017 19-09-2017 21-09-2017 21-09-2017	Application Type Importer Importer Importer Importer Importer Importer Importer Importer Importer Importer Importer Importer	APPLICATIONS  Company Name DAEWOO ELECTRONICS (M) SDN BHD	Status Draft Draft Completed Application In Process In Process Completed Application	Action Edit Edit Guotation Quotation Quotation Quotation Quotation Quotation Quotation Quotation Quotation
No. 1 2 3 4 5 6 7 8 9 10 11 12	Job No. D2017K470127 D2017K470127 D2017K47013 D2013K470013 D2013K470013 D017K470224 2017K470212 2017K470192 2017K470192 2017K470190 2017K470190	Entry Date 09-10-2017 05-10-2017 11-04-2013 09-08-2012 25-10-2017 21-09-2017 19-09-2017 19-09-2017 19-09-2017 13-09-2017 13-09-2017 12-06-2017	Application Type Importer Importer Importer Importer Importer Importer Importer Importer Importer Importer Importer Importer Importer	APPLICATIONS  Company Name DAEWOO ELECTRONICS (M SDN BHD	Status Draft Draft Completed Application In Process In Process Completed Application Completed Application Completed Application Completed Application Completed Application Completed Application	Action Edit Edit Guotation Quotation Quotation Quotation Quotation Quotation Quotation Quotation Quotation Quotation Quotation Quotation Quotation
No. 1 2 3 4 5 6 6 7 8 9 10 11 11 12 13	Job No. D2017K1470127 D2017K147013 D2013K1470013 D2012K1321911 2017K1470224 2017K1470224 2017K1470222 2017K1470192 2017K1470195 2017K1470195 2017K1470196 2017K1470196 2017K1470174 2017K1470174	Entry Date 09-10-2017 05-10-2017 05-10-2017 09-08-2012 25-10-2017 02-10-2017 02-10-2017 19-09-2017 19-09-2017 19-09-2017 13-09-2017 12-06-2017 12-06-2017	Application Type Importer Importer Importer Importer Importer Importer Importer Importer Importer Importer Importer Importer Importer	APPLICATIONS  Company Name DAEWOO ELECTRONICS (M) SDN BHD	Status Draft Draft Completed Application Completed Application In Process In Process Completed Application	Action Edit Edit Edit Quotation Quotation Quotation Quotation Quotation Quotation Quotation Quotation Quotation Quotation Quotation Quotation
No. 1 2 3 4 5 6 6 7 8 9 10 11 11 12 13 14	Job No. D2017K1470127 D2017K147013 D2012K1470013 D2012K121511 2017K1470224 2017K147024 2017K147024 2017K147019 2017K147019 2017K147019 2017K147019 2017K1470174 2017K1470174 2017K1470172 2017K1470172	Entry Date 09-10-2017 05-10-2017 05-10-2017 11-04-2013 09-09-2012 25-10-2017 02-10-2017 12-09-2017 13-09-2017 13-09-2017 13-09-2017 12-06-2017 12-06-2017 05-06-2017	Application Type Importer Importer Importer Importer Importer Importer Importer Importer Importer Importer Importer Importer Importer Importer	APPLICATIONS  Company Name DAEWOO ELECTRONICS (M) SDN BHD	Status Draft Draft Completed Application Completed Application In Process In Process Completed Application Com	Action Edit Edit Guotation Quotation Quotation Quotation Quotation Quotation Quotation Quotation Quotation Quotation Quotation Quotation Quotation Quotation Quotation

Figure 5.1: List of Application

- This screen displays the list of Applications submitted by Importer, their status and current action on each application.
- > 'Status' displays the current processing stage of each application.
- 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.

		QI	JOTATION			
-	2	Please select Quotation b	elow to view an	d Print Quotation PD	F.	
No.	Quotation Type	Quotation No.	Quotation Date		Total	Paid
1	Initial Quotation	2017Quo08375	10/30/2017	7 8:15:28 AM	561,80	NO
		View and Print	t Quotation	Close	di karana	

Figure 5.2: View/Print Quotation



Click on <u>View and Print Quotation</u> to view the quotation in pdf format. New popup will appear if quotation type is "Initial Quotation" to allow user make selection either to displays "Initial Quotation" or "Proforma Invoice".

PRINTOUT TYPE
Please select Printout Type
Initial Quatation     Pro-Forma Invoice
Preview Close

Figure 5.3: Select Initial Quotation or Pro-Forma Invoice

- Select either "Initial Quotation" or "Proforma Invoice" and click on Preview
- Click on on each individual application, (for e.g <sup>2017K1470224</sup>), to view Application Form details.
- 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 FORM	
Job No.	:: U201/K14/0128	Status	: New Incoming Application, Awaiting Ventication

Figure 5.4: Application Status



Status /	Action	Application Status (Description)
Processing Stage		
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		New Incoming Application. Awaiting
Application		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	Quotation	Application Completed
Application		Quotation link Quotation remains.



# 6. Search

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

Job No.	
Company Name	•
Entry Date	to
Status	: Please Select-
Applications Created By	: - Both - T
	Search

Figure 6.1: Search Screen

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

# 7. Company Profile

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

							EORMATION .				
						COMPANY IN					
oc Company Name					a) No.	A				ApprovalStatus	
IEST SDN BHD (HC)	_			1264	5UA	1.	3 jalan satu 11111			Approved	
K < 1 > >I						Page: 1 of 1 Ge	Page size: 1 Chang	ic.			Item 1 to 1 of
						100 miles					
						COMPANY	DETAILS				
ROB/ROC No.		12	123456A				Address *		: 123 JALAN SALU		- 3
Company Name		32	TEST SON PHD								
Fax No.		- 22	03-27132991								
			CONTACT REP.				6		CONTACT BE		
•1			JOIN MOTTER.					100	CONTROLLE		
Name		JAMES					Name	1.0			
Desg	3	MANAGE					Desg	- 1 - L			
lei No.	۲	03123456	76		Ext: 111		lel No.			Ext:	
Email	:	SHAHRUL	NO TAIRY & CMAIL COM				Email	:			
LID Ma		01234:57	89				HP No.				

Figure 7.1: Company Profile

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



- Click on Reset to clear textbox.
- Any updates on company information should be done at ST. Latest update at ST will be reflected at eCEE.

## 8. 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

	US	ER LIST	
No. Hull Name	User ID 1	Ema	
	rtok-tynigine: In	vic finaliti nyy (dip nataran You Rope Gre I Change	litem 1 to 1 of 1
	USE	R DETAILS	
Login ID "	: COMPANYTEST001	Contact No. : COMPANYTEST001	
Password *		Email * ; SHAHRULKHAIRY@GMAIL.COM	
Full Name " Branch *	: COMPANYTEST001 : (TEST SDN RHD(HO) 123.JAI AN SATU	Remarks :	•
	MActive MAdmin	Jelete	

#### Figure 8.1: User Profile

- User List displays all users that have access to e-CEE within the company organization and Branches.
- > Only Admin can decide to Add, Delete, or Modify User details.
- Enter User details, and select the branch (or HQ) where user is located. The dropdown list below only displays list of branches already approved by SIRIM.

Branch *	TEST SDN BHD(HC) - 123 JALAN SATU	
	PLEASE SELECT	
	TEST SON BHD(HO) 123 JAI AN SATU	

- > Tick 'Active' to activate user account and tick 'Admin' if user is Administrator.
- > Click on Add new user.
- > Click on User (Row) to view and edit its details.



# 9. Consultant Profile

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

					CONSU	LTANT			
o. Company Name	_		Licence No	/ IC No.		Acdr	ress	ApprovalStatus	
record found	ī				Fager 1 of 1 sine	Bane size 20 Utampe			item 0 to 0
The second second	3					and an exchanged			
					COMPANY	DETAILS		and the second second	
ROB/ROC No. *						Registration Type	:	PLEASE SELECT -	•
Company Name	*					Organization Type	:	- PLEASE SELECT -	
Address *	100					City		PLEASE BELEDI	
						State	:	PLEASE SELECT	
						Country	:	(-PLEASE SELECT -	•
Postcode						Fax No.	5		
Website									
		CONTACT PERS	ON 1					CONTAGT PERSON 2	
Name						Name			
Desg	a Ì					Desg	e 8		
Tel No.	: (			Ext:		Tel No.			Ext :
Emali	: 1					Email	1.0		
HP No.	10					HP No.			

Figure 9.1: Consultant Profile

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 preregistered with SIRIM.

#### a. Consultant Registration

- > Consultant registration can ONLY be done by SIRIM.
- 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.
- 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.

#### b. Consultant login & Menu Bar

- After SIRIM has registered Consultant with eCEE, an email notification with login information will be sent to Consultant.
- > Login to eCEE using login details provided in email.
- 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.

Application Records	New Application	Company Profile	User Profile	Importer	User Manuel/FAQ			
					User Marnal			
					FAQ			Open Search
-					Consignment Services Into			
					Consignment Services Process Flow			
•					Guideline for Rework Process	- L -		
Ne. leita Ne.		Fining Caller		Appleance Ty	Guideline for 100% Safety Test		Status	Arlican

#### Figure 10.1 Menu Bar



# c. Consultant's Company Profile (same as 7.0 above)

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

Application Records	New.	Application Company Profile	User Profile	Importer Us	er Manuel/FAQ						
					COMPANY	FORMATION					
to. Company Name	_	Liver	ce No. Addr	లు			_			ApprovalStatus	
IENAGA MASYHU	K (M) SE	NI 6HD (HG) 2097	20-M 2014	FT DOSB-DUNT JALAN	TEUDK DATUK 28/40 C	HE PERS ARVIN SEPARICISE	KSVEN 28-4	0400 SHAH ALAM SELANGUR		Approved	
K K K	No Cip M Page 1 ul Ce Pagester 1 Change								Huern 1 to 1 of		
					COMPAN	Y DETAILS					
ROB/ROC No.	2	: 250720 M				Address *		: J OT PT 5038 5041 JALAN TELUK DATUK 28/40			
Company Nam		: TENAGA MASYHUR	M) SON DHD					OFF PERSIARAN SEPANG			
Fax No.		: 03-51920031						SEKSYEN 20			
		CONTACT PE	RSON 1					CONTACT PER:	SON 2		
Name	- 25	MOHD KHARULEASRIN				Name	đ	MAZI AN BACHEE			
Desg	1	TECHNICAL EXEC				Desg		PRODUCTION MANAGER	RODUCTION MANAGER		
Tel No.		03-5192 8899		] Ext : [		Tel No.	:	03-0192 8899	Ext:		
Email	32	KHARUF TECHATERATUSINAR COM MY		Email		MAZI ANIQI FRAHISINAH GOM M	Υ.).				
	P No 019 398 0291			HP No		012 2642482					

Figure 10.2: Consultant Company Profile

- Company List displayed includes Company HQ and its Branches. Click on Company (row) to view and edit its details.
- > Click on Reset to clear textbox.
- > Contact SIRIM to update any relevant details.



## d. 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	Den II	) Final		
1 MOHO KHAIRUL HASRIN	khairul	khairul-teo	chexterajusinan.com.my	
2 MAZEAN BACHEE	madan	_tenagant mazlan@t	erajusinat.comumy	
K K 1 2 N		Fage: 1 of 1 100 Fage size 2 Change		ttem 1 to 2 of 2
Login ID "	: KITAIRUL	USER DETAILS Contact No.	: 03-5162 0099	
Password *	:	Email *	: KILAIRUL-TECH@TERAJUSINAR.COM.MY	)
Full Name *	: MOHD KHAIRUL HASKIN	Remarks	: [	)
Branch '	: (TENAGA MAGVI ILR (M) GDN BIID(IIG) - LOT FT 503 Plactive Pladmin	0-5041 JALAN TELUK DATUK 2040 OFF PERSIARAN SEPANG S	SEKSYEN 20	•)

#### Figure 10.3: Consultant Profile

- User List displays all users that have access to e-CEE within the company organization and Branches.
- > Only Admin can decide to Add, Delete, or Modify User details.
- Enter User details, and select the branch (or HQ) where user is located. The dropdown list below only displays list of branches already approved by SIRIM.

Branch *	TENAGA MASYI JUR (M) SDN DI DI DI DI DI DI DI PT 5000-5041 JALAN TELUK DATUK 2040 OFF PERSIARAN SEPANO SEKSYEN 20	ा 🕶
Contraction of the	- PLEASE SELECT -	
	TENAGA MASYIUR (M) SDN BHD(HQ) - LOT PT 5000-5041 JALAN TELUK DATUK 20/40 OPT PERSIARAN SERANG SEKSYEN 20	

- > Tick 'Active' to activate user account and tick 'Admin' if user is Administrator.
- > Click on Add new user.
- Click on User (Row) to view and edit its details.
- Click on Delete selected Company Branch (row).
- Click on Reset to clear textbox. Click on Open Search to search for User from User List.



#### e. Importer / COA Holder Profile

- 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 Applicat	ion Company Profile Use	ar Profile Importer	User Manual/FAQ					
				IMPORTER / COA H	HOLDER				
No. Company Name		Licence No / IC No.	Address					ApprovalStatus	
PANASONIC MALAYS	A SON BHD	26975W	LOT 10, JALAN 13	2, 46200 SELANGOR MALAYSIA					
ACRODIGIT SDN BHD	2	601373A	29-1, JALAN ARA	SD7/3A BANDAR SRI DAMANSARA	52200 KUALA LUMPUR 52	200 V	WILAVAH PERSEKUTUAN MALAYSIA		
K < 1 > >				Page: 1 of 1 Go Pa	ige size: 2 Change			Item 1 to 2 of 2	
				COMPANY DET	AILS				
ROB/ROC No. *		: 26975W		1	Registration Type		: ROC - PRIVATE LIMITED	•	
Company Name		PANASONIC MALAYSIA SDN.	BHD.		Organization Type		: PLEASE SELECT -	•	
Address *		: LOT 10,			City		- PLEASE SELECT -		
		JALAN 13/2,			State		SELANGOR	•	
					Country		: PLEASE SELECT -	•)	
Postcode		: 46200			Fax No.		: 03-79541194		
Website		£ [							
		CONTACT PERSON 1					CONTACT PERSON 2		
Name	: ABDU	AZIM BIN BAHAROM			Name	:	KAMALLUDIN BIN PARDZAN		
Desg	: TECH	TECHNICAL SUPPORT			Desg	:	EXECUTIVE		
Tel No.	: 03-795	79537589 Ext :			Tel No.	:	03-7953 7541	Ext :	
Email	: ABOUL	LAZIM@MY.PANASONIC.COM			Email		KAMALLUDIN PARDZAN@MY PANASONIC.COM		
HP No.	: 019-77	68645			HP No.	:	013-6763945		
				Reset					

Figure 10.4: Importer Profile



## f. Consultant Applying for New Consignment Test

- Login to system and select New Application in Menu Bar.
- 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.
- > Consultant can apply for Consignment Test under Consultant's name (as Applicant).

		APPI	LICANT		
Company Name Address	: TENAGA MASYHUR (M) SON BHD : LOT PT 5038-5041 JALAN TELUK L 2040 OFF PERSIARAN SEPANG SEKSYEN 29 40400 SHAF ALAM SELANGOR MALAYSIA	(HQ) ATUK Change Branch	Registration No.	: 250/2044	
Fax	: 03-61928831	li a	Website	3	
	CONTACT PERSON 1			CONTACT PERSON 2	
Name Tel HP No. Emali	: MOLD KI MIRUL HASRIN (TECHNI : 03-5192 0999 : 019-396 9291 : khairul-tech@terajusinar.com my	CAL EXEC)	Name Tel HP No. Email	: MAZLAN DACHEE (PRODUCTION MANAGER) : 03-5192/0039 : 012-2642462 : mazlan@terajusinar.com.my	
No. ROC/ROB	Importer Name	Addit:		Contact	Artice
1 601072A	ACRODIGIT SON BIID	29-1, JALAN ARA SD7/3A DANDA 52200 WILAYAH PERSEKULUAN M	R SRI DAMANSARA 52200 KUALA LUMP <mark>U</mark> MALAYSIA	R. SIEW PC4K notive tel: 00-62804570 Fax: 03-62204573 Hp: 012 2130590 small : acredg@gmall.com	Delete
KK 1>	*	Page 1 of 1	Gor Page size 1 Change	lberr 1	1 to 1 of 1
		Se	earch		

Figure 10.5: Application Screen

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	PANASONIC MALAYSIA SDN. BHD.	26975W	LOT 10, JALAN 13/2, 46200 SELANGOR MALAYSIA					
2	ACRODIGIT SDN BHD	601373A	29-1, JALAN ARA SD7/3A BANDAR SRI DAMANSARA 52200 KUALA LUMPUR 52200 WILAYAH PERSEKUTUAN MALAYSIA					
	Close							

#### Figure 10.6: Select Importer

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