

# e-CEE

## Client User Manual

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## INTRODUCTION

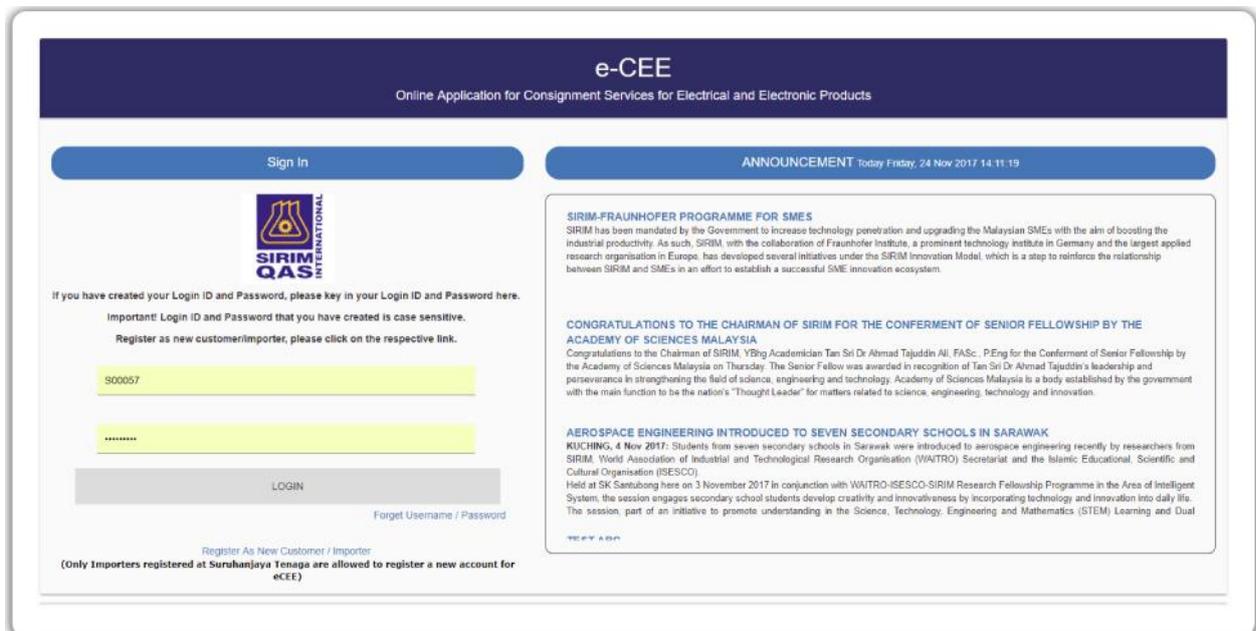
e-CEE is a web-based Online Consignment Services Application Processing System designed to manage the online application and processing of applications for Consignment Services. There are 2 types of client users: -

- 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.



The screenshot shows the e-CEE login interface. At the top, there is a dark blue header with the e-CEE logo and the text 'Online Application for Consignment Services for Electrical and Electronic Products'. Below the header, there are two main sections. On the left, there is a 'Sign In' section with the SIRIM QAS International logo. It contains the 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.' Below this text are two input fields: the first contains 'S00057' and the second contains '\*\*\*\*\*'. A 'LOGIN' button is positioned below the password field. To the right of the login button is a link that says 'Forgot Username / Password'. At the bottom of the sign-in section, there is a link that says 'Register As New Customer / Importer' with a note below it: '(Only Importers registered at Suruhanjaya Tenaga are allowed to register a new account for eCEE)'. On the right side of the page, there is an 'ANNOUNCEMENT' section with the date 'Today Friday, 24 Nov 2017 14:11:19'. It contains three news items: 'SIRIM-FRAUNHOFER PROGRAMME FOR SMES', 'CONGRATULATIONS TO THE CHAIRMAN OF SIRIM FOR THE CONFERMENT OF SENIOR FELLOWSHIP BY THE ACADEMY OF SCIENCES MALAYSIA', and 'AEROSPACE ENGINEERING INTRODUCED TO SEVEN SECONDARY SCHOOLS IN SARAWAK KUCHING, 4 Nov 2017'.

**Figure 1. : Login Screen**

### a. Forgot ID/Password

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



**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.



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

- 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.**

OR



## b. Login Information



The "ACCOUNT REGISTRATION" form contains the following fields and controls:

*ROC No.	: 1P3456A
*Login ID	: COMPANYTEST01 <input type="button" value="Check Availability"/> Your Login ID is available.
*Password	: .....
*Reconfirm Password	: .....
*Full Name	: COMPANYTEST01
*Security Question	: WHAT IS YOUR MOTHER'S MAIDEN NAME? ▾
*Answer	: COMPANYTEST01
*Email	: SHAHRULKHAIRY@GMAIL.COM

**Figure 2.1: Account Registration Screen**

- Enter required login information.
- Click on  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.

**NEW ECEE ACCOUNT REGISTRATION**

Application Status:

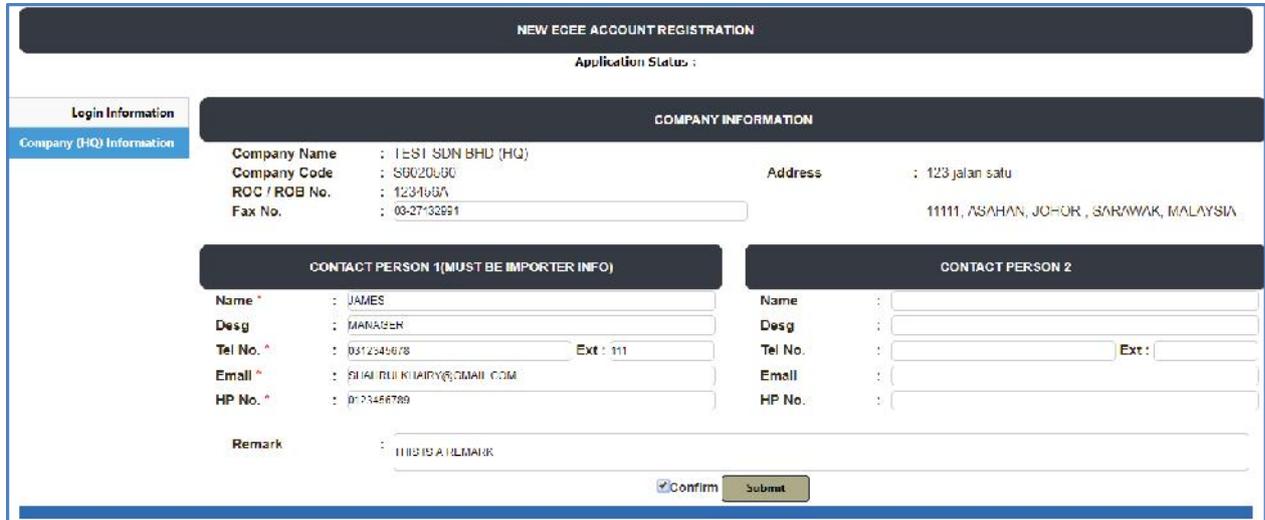
Login Information	LOGIN INFORMATION
Company (HQ) Information	Login ID : companyTest001
	Full Name * : COMPANYTEST001
	Security Question * : WHAT IS YOUR MOTHER'S MAIDEN NAME? ▼
	Answer * : COMPANYTEST001
	Correspondence Email * : SHAHNULKHAIY@GMAIL.COM
	<input type="button" value="Save"/>

CHANGE PASSWORD
Current Password * :
New Password * :
Reconfirm New Password * :
<input type="button" value="Save"/>

**Figure 2.2: Login Information Screen**

c. Company Information



**NEW ECEE ACCOUNT REGISTRATION**  
Application Status :

**COMPANY INFORMATION**

Company Name : TEST SUN BHD (HQ)  
Company Code : S9020690  
ROC / ROB No. : 12345678  
Fax No. : 09-27132951

Address : 123 jalan safu  
11111, ASAHAN, JOHOR, SARAWAK, MALAYSIA

**CONTACT PERSON 1 (MUST BE IMPORTER INFO)**

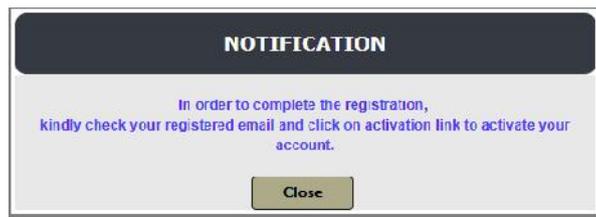
Name \* : JAMES  
Desg : MANAGER  
Tel No. \* : 0312345678 Ext : 111  
Email \* : SHAH RUI KILAIRY@GMAIL.COM  
HP No. \* : 0123456789

Remark : HIRISA ILMIAK

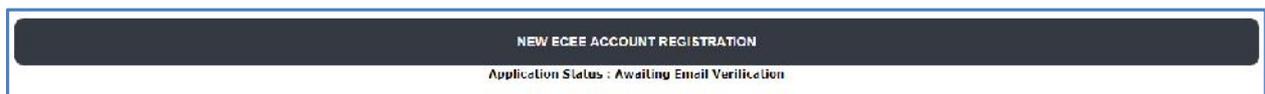
Confirm

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  to Submit registration.
- Upon submission, Notification will appear as below:



- 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 [Activate](#) 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.



- 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.



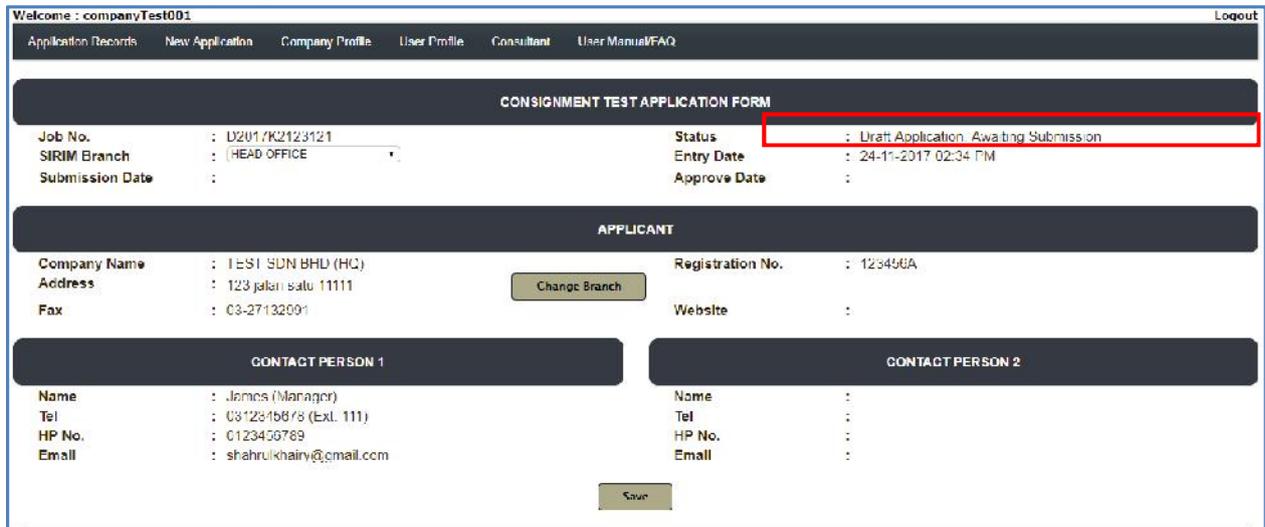
**Figure 3.1 : Menu Bar**

- 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



Welcome : companyTest001 Logout

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

---

**CONSIGNMENT TEST APPLICATION FORM**

Job No. : D2017/K2123121      Status : **Draft Application Awaiting Submission**  
 SIRIM Branch : HEAD OFFICE      Entry Date : 24-11-2017 02:34 PM  
 Submission Date :      Approve Date :

---

**APPLICANT**

Company Name : TEST SDN BHD (HC)      Registration No. : 123456A  
 Address : 123 jalan satu 11111        
 Fax : 03-27132091      Website :

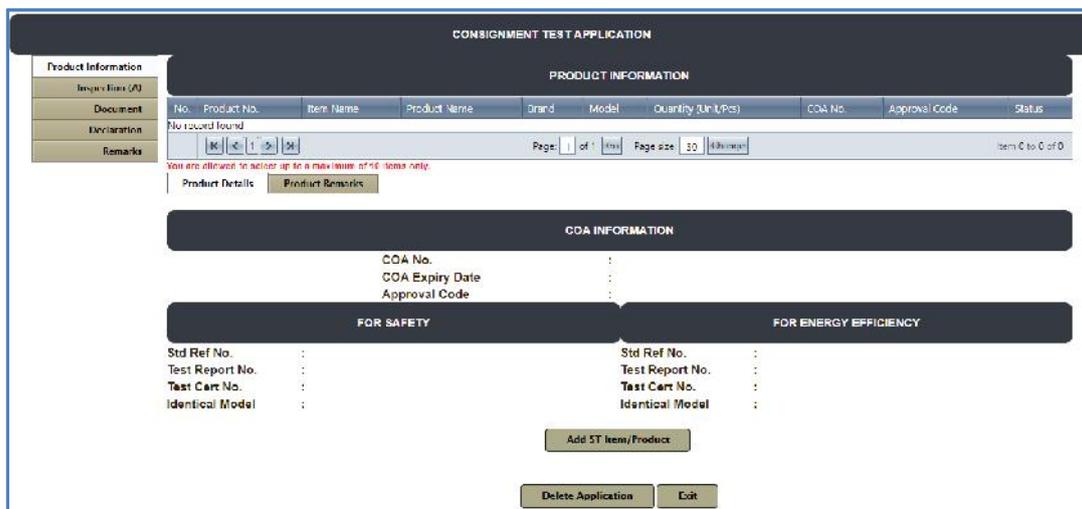
---

<b>CONTACT PERSON 1</b>	<b>CONTACT PERSON 2</b>
Name : James (Manager)	Name :
Tel : 0312345678 (Ext. 111)	Tel :
HP No. : 0123456789	HP No. :
Email : shahrukhairy@gmail.com	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 .
- Click on  to 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



**CONSIGNMENT TEST APPLICATION**

**Product Information**

No.	Product No.	Item Name	Product Name	Brand	Model	Quantity (Unit/Pcs)	COA No.	Approval Code	Status
No record found									

Page: 1 of 1      Page size: 30            Item 0 to 0 of 0

You are allowed to add up to a max issue of 16 items only.

---

**COA INFORMATION**

COA No. :  
 COA Expiry Date :  
 Approval Code :

---

<b>FOR SAFETY</b>	<b>FOR ENERGY EFFICIENCY</b>
Std Ref No. :	Std Ref No. :
Test Report No. :	Test Report No. :
Test Cert No. :	Test Cert No. :
Identical Model :	Identical Model :

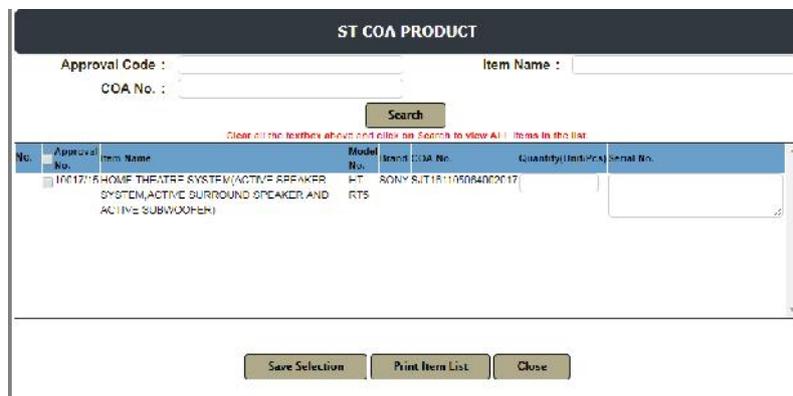
**Figure 4.2: Product Information**

- 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 **Search** to search for a SPECIFIC item :-
  - a.) Approval Code
  - b.) Item Name
  - c.) COA No.



**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. then click on **Save Selection**.



No.	Approval No.	Item Name	Model No.	Item COA No.	Quantity (Unit/Pr)	Serial No.
1001716	1001716	HOME THEATRE SYSTEM/ACTIVE BREAKER SYSTEM,ACTIVE BURROUND SPEAKER AND ACTIVE SUBWOOFER	HT	RONY SUT15110508400017		

**Figure 4.4: ST Item/Product**

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

**ST COA PRODUCT**

Approval Code :  Item Name :

COA No. :

Clear all the textbox above and click on Search to view ALL items in the list.

No.	Approval No.	Item Name	Model No.	Brand/COA No.	Quantity (Unit/Pcs)	Serial No.
1	100170/5	HOME THEATRE SYSTEM(ACTIVE SPEAKER SYSTEM,ACTIVE SURROUND SPEAKER AND ACTIVE SUBWOOFER)	HT-275	SONY SJT1611050F4002017	<input type="text"/>	<input type="text"/>
2	10273/7	LCD TV or Television of LED TV	FW 55X8501E	SONY SJT161307005872017	<input type="text"/>	<input type="text"/>
3	10163/5	Integrated Stereo Amplifier	TA-A1E5	SONY SJT161105088022017	<input type="text"/>	<input type="text"/>
4	10071/3	AUDIO SYSTEMS (HOME AUDIO SYSTEM)	MHD-GT4D	SONY SJT161112154072016	<input type="text"/>	<input type="text"/>
5	10577/5	AUDIO SYSTEMS (HOMEL AUDIO SYSTEM)	M10C-14L	SONY SJI161112155202017	<input type="text"/>	<input type="text"/>
6	10285/7	VR SYSTEM	QJH-7507	SONY SJT161100102032017	<input type="text"/>	<input type="text"/>

**Figure 4.5: ST Item/Product List**

- Click on  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.

**CONSIGNMENT TEST APPLICATION**

**Product Information**

- Inspection (A)
- Documental
- Declaration
- Remarks

**PRODUCT INFORMATION**

Please click on Product below to view/delete Product Details.

No.	Product No.	Item Name	Product Name	Brand	Model	Quantity (Unit/Pcs)	COA No.	Approval Code	Status
1		AUDIO SYSTEMS (HOMC AUDIO SYSTEM)	HI FIDELITY SCT	SONY	M10C-GT4D	15	SJT161112154072016	1057/16	
2		AMPLIFIER/HIFI (BLU-RAY DISC/TM/DVD HOME THEATRE SYSTEM)	AUDIO and VIDEO PLAYER UNIT	SONY	BDV-N9000W	10	SJT161112132232016	1093/13	

Page: 1 of 1 | 100 | Page size: 2 | Change | Item 1 of 2 of 2

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

**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).



- Click on  to remove any of the item/product from the selection.

### c. Inspection Information

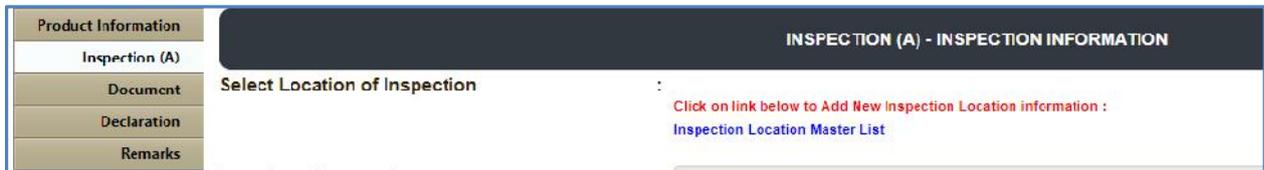
- For first time users of e-CEE, client must save Company Information (Refer to 4.1.1 above) first, before saving inspection information. The following note is displayed on Inspection Tab screen.



The screenshot shows the 'INSPECTION (A) - INSPECTION INFORMATION' screen. On the left is a navigation menu with 'Inspection (A)' selected. The main area shows 'Select Location of Inspection' with a red error message: 'Please save company info before saving inspection details.'

**Figure 4.9: Inspection Tab Screen**

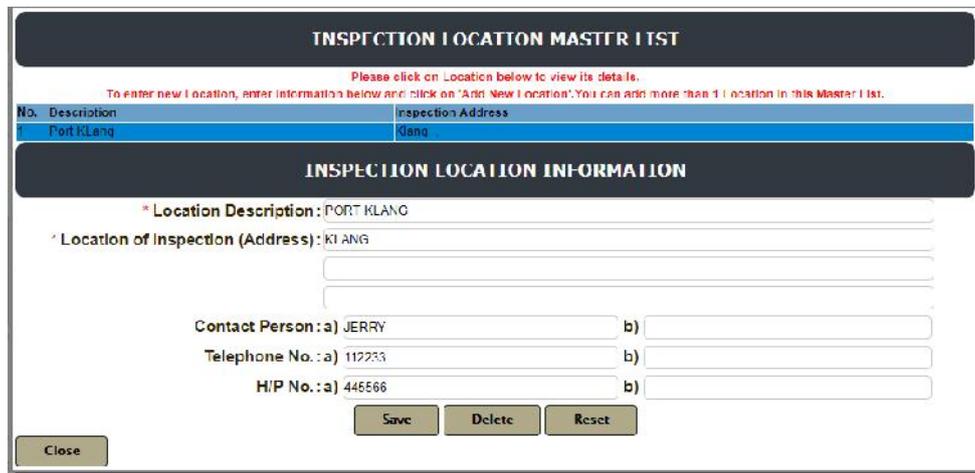
- Click on 'Inspection Location Master List' link, as shown below.



The screenshot shows the same 'INSPECTION (A) - INSPECTION INFORMATION' screen. A red message is displayed: '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.



The screenshot shows a popup window titled 'INSPECTION LOCATION MASTER LIST'. It contains a table with one entry: '1 Port Klang' with 'Klang' as the 'Inspection Address'. Below the table is the 'INSPECTION LOCATION INFORMATION' form with the following fields:
 

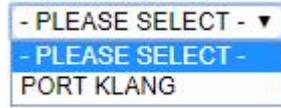
- \* Location Description: PORT KLANG
- \* Location of Inspection (Address): KLANG
- Contact Person: a) JERRY, b) [ ]
- Telephone No.: a) 112233, b) [ ]
- H/P No.: a) 445566, b) [ ]

 At the bottom are buttons for 'Save', 'Delete', 'Reset', and 'Close'.

**Figure 4.11: Inspection Location Information**

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

Product Information	INSPECTION (A) - INSPECTION INFORMATION	
Inspection (A)	Select Location of Inspection	: - PORT KLANG - ▾
Document	Please Select Location of Inspection from dropdown list above. Click on link below to Add New Location Info / Edit / Delete existing information : <a href="#">Inspection Location Master List</a>	
Declaration		
Remarks		



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

Product Information	INSPECTION (A) - INSPECTION INFORMATION	
Inspection (A)	Select Location of Inspection	: (PORT KLANG) ▾
Document	Please Select Location of Inspection from dropdown list above. Click on link below to Add New Location Info / Edit / Delete existing information : <a href="#">Inspection Location Master List</a>	
Declaration		
Remarks		
	Location of Inspection (as selected from above)	: KLANG
	Contact Person	: a) JERRY b)
	Telephone No.	: a) 112235 b)
	H/P No.	: a) 445566 b)
	Expected date and time	: 24-11-2017 9:00 AM ▾
	<input type="button" value="Save"/> <input type="button" value="Back to Saved Location/Clear"/>	

**Figure 4.121: Inspection Information**

- To change Inspection Information, select a different Location from dropdown list and click on  to save Location details.
- Click on  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: -

Product Information	SUPPORTING DOCUMENT																		
Inspection (A)																			
Document	For offline supporting document submission, please send the supporting document to:																		
Declaration	<b>Testing Services Department</b> SIRIM QAS International Sdn. Bhd. No 1, Persiaran Damai Mentari, P.O Box 7035 Section 2, 40611 Shah Alam, Selangor Darul Ehsan Attn: Consignment Services																		
Remarks																			
	<table border="1"> <thead> <tr> <th>No.</th> <th>Document Description</th> <th>Attach</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Certificate of Approval</td> <td><input type="checkbox"/> Attach</td> </tr> <tr> <td>2</td> <td>Bill of Lading</td> <td><input type="checkbox"/> Attach</td> </tr> <tr> <td>3</td> <td>Invoice</td> <td><input type="checkbox"/> Attach</td> </tr> <tr> <td>4</td> <td>Custom Kit form</td> <td><input type="checkbox"/> Attach</td> </tr> <tr> <td>5</td> <td>Foreign Test Report (if applicable)</td> <td><input type="checkbox"/> Attach</td> </tr> </tbody> </table>	No.	Document Description	Attach	1	Certificate of Approval	<input type="checkbox"/> Attach	2	Bill of Lading	<input type="checkbox"/> Attach	3	Invoice	<input type="checkbox"/> Attach	4	Custom Kit form	<input type="checkbox"/> Attach	5	Foreign Test Report (if applicable)	<input type="checkbox"/> Attach
No.	Document Description	Attach																	
1	Certificate of Approval	<input type="checkbox"/> Attach																	
2	Bill of Lading	<input type="checkbox"/> Attach																	
3	Invoice	<input type="checkbox"/> Attach																	
4	Custom Kit form	<input type="checkbox"/> Attach																	
5	Foreign Test Report (if applicable)	<input type="checkbox"/> Attach																	
	Attachment Capacity : 100% free of 10 MB.																		

Figure 4.13: Document Attachment Screen

#### e. Declaration

Product Information	DECLARATION
Inspection (A)	
Document	<b>TERMS AND CONDITIONS</b>
Declaration	<p>We agree to abide by the following terms and conditions and confirm the following:-</p> <ol style="list-style-type: none"> <li>1. The labels applied shall be for products imported or manufactured by the Applicant only</li> <li>2. The products have obtained approval from the relevant regulatory bodies.</li> <li>3. The labels shall not be sold, given, lent or in any way transferred to any third party</li> <li>4. The labels shall be affixed on the products and/or the corresponding approved consignment.</li> <li>5. The labels serial numbers recorded in this Form PPB 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.</li> <li>6. To keep a copy of this Form PPB for future reference.</li> <li>7. To pay the fees charged by SIRIM QAS International for the labels applied prior to their issuance.</li> <li>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.</li> <li>9. To ensure that the labels are securely kept at the Applicant's premises.</li> <li>10. To inform SIRIM QAS International immediately should the labels be lost or stolen and shall bear all associated costs.</li> <li>11. To be fully responsible in the event any labels found to be affixed to any product other than specified in Form PPB unless the prior written approval is first obtained from SIRIM QAS International.</li> <li>12. To inform SIRIM QAS International immediately should the Applicant is aware of any imitation labels is found affixed to any of the products.</li> <li>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.</li> <li>14. To bear the cost of all advertisements or notices which SIRIM QAS International incurs as a result of a breach of any of the terms and conditions.</li> <li>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";</li> </ol>
Remarks	<p>Applicant Name : <input type="text"/></p> <p>NRIC : <input type="text"/></p> <p><input type="checkbox"/> Declare <input type="button" value="Submit"/></p>

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  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.



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.



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.

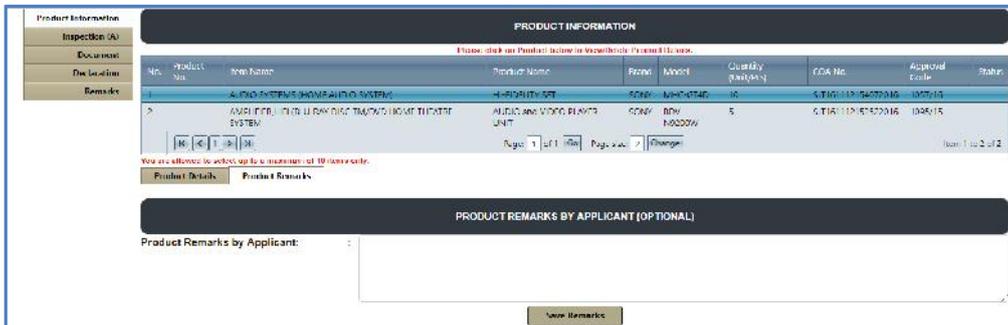


Figure 4.17: Product Remarks by Applicant

- **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.

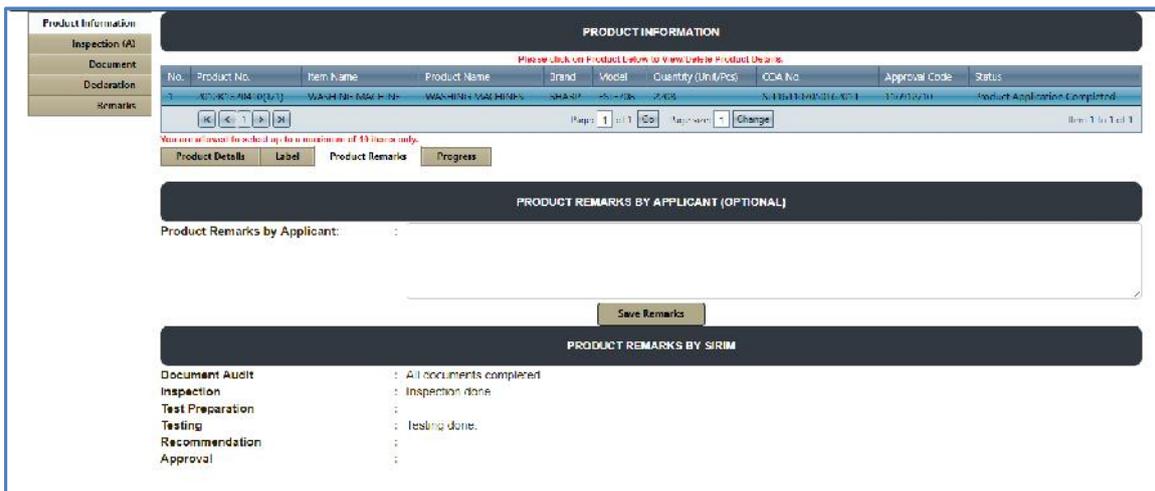


Figure 4.18: Product Remarks by SIRIM

g. Product Progress (Product Tracking)

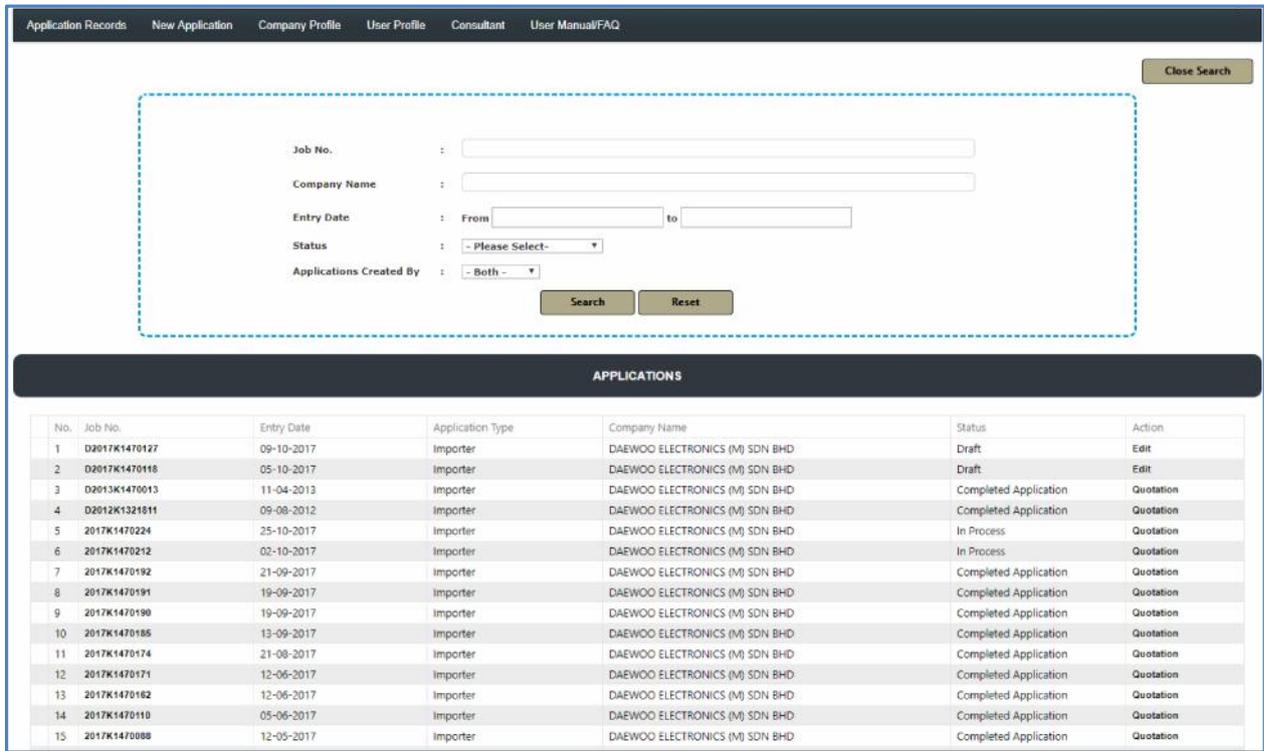
- Click on **2017K2123543(3/6)** and view job tracking of product application under 'Progress' Tab.

Product Details	Label	Product Remarks	Progress	
<b>PROGRESS</b>				
No.	Product Status	Action Date	Remarks	Result
1	Document Audit	11/6/2017 12:00:00 AM		
2	Inspection	11/6/2017 12:00:00 AM		
3	Awaiting Sample & Test Preparation	11/8/2017 12:00:00 AM		
4	Testing Assignment	11/8/2017 12:00:00 AM		
5	Testing	11/8/2017 12:00:00 AM		
6	Review & Recommendation	11/14/2017 12:00:00 AM		
7	Approval	11/15/2017 12:00:00 AM		
8	Label Issuance	11/15/2017 12:00:00 AM		
9	KIV			
10	Label Issued	11/15/2017 12:00:00 AM		
11	Fail			
12	Canceled			
13	Product Application Completed	11/15/2017 2:12:18 PM		

 Process Complete / Pass  
 Fail / Canceled  
 Awaiting process / Pending

Figure 4.19: Progress Screen

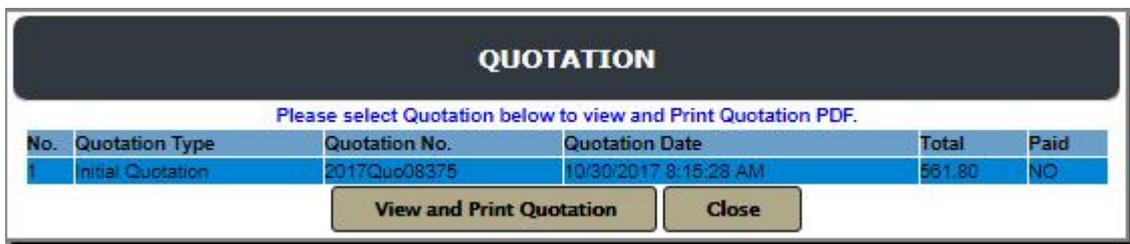
## 5. List of Applications and Application Status



No.	Job No.	Entry Date	Application Type	Company Name	Status	Action
1	D2017K1470127	09-10-2017	Importer	DAEWOO ELECTRONICS (M) SDN BHD	Draft	Edit
2	D2017K1470118	05-10-2017	Importer	DAEWOO ELECTRONICS (M) SDN BHD	Draft	Edit
3	D2013K1470013	11-04-2013	Importer	DAEWOO ELECTRONICS (M) SDN BHD	Completed Application	Quotation
4	D2012K1321511	09-08-2012	Importer	DAEWOO ELECTRONICS (M) SDN BHD	Completed Application	Quotation
5	2017K1470224	25-10-2017	Importer	DAEWOO ELECTRONICS (M) SDN BHD	In Process	Quotation
6	2017K1470212	02-10-2017	Importer	DAEWOO ELECTRONICS (M) SDN BHD	In Process	Quotation
7	2017K1470192	21-09-2017	Importer	DAEWOO ELECTRONICS (M) SDN BHD	Completed Application	Quotation
8	2017K1470191	19-09-2017	Importer	DAEWOO ELECTRONICS (M) SDN BHD	Completed Application	Quotation
9	2017K1470190	19-09-2017	Importer	DAEWOO ELECTRONICS (M) SDN BHD	Completed Application	Quotation
10	2017K1470185	13-09-2017	Importer	DAEWOO ELECTRONICS (M) SDN BHD	Completed Application	Quotation
11	2017K1470174	21-08-2017	Importer	DAEWOO ELECTRONICS (M) SDN BHD	Completed Application	Quotation
12	2017K1470171	12-06-2017	Importer	DAEWOO ELECTRONICS (M) SDN BHD	Completed Application	Quotation
13	2017K1470162	12-06-2017	Importer	DAEWOO ELECTRONICS (M) SDN BHD	Completed Application	Quotation
14	2017K1470110	05-06-2017	Importer	DAEWOO ELECTRONICS (M) SDN BHD	Completed Application	Quotation
15	2017K1470088	12-05-2017	Importer	DAEWOO ELECTRONICS (M) SDN BHD	Completed Application	Quotation

**Figure 5.1: List of Application**

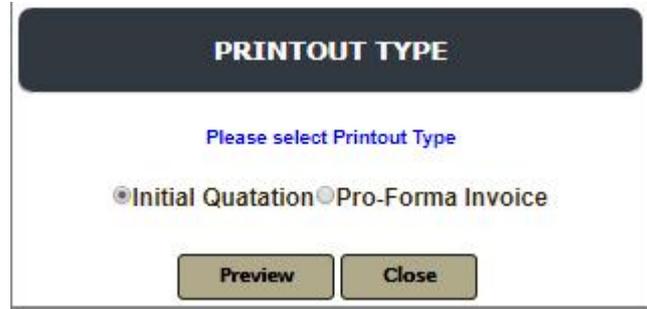
- This screen displays the list of Applications submitted by Importer, their status and current action on each application.
- 'Status' displays the current processing stage of each application.
- Under 'Action', Click on **Edit** to edit DRAFT application details before submitting, or click **Quotation** to view pdf version of Quotation (if available) and proceed to make payment.



No.	Quotation Type	Quotation No.	Quotation Date	Total	Paid
1	Initial Quotation	2017Quo08375	10/30/2017 8:15:28 AM	561.80	NO

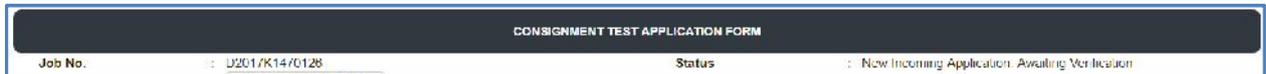
**Figure 5.2: View/Print Quotation**

- Click on **View and Print Quotation** 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”.



**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 **2017K1470224** ), 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.

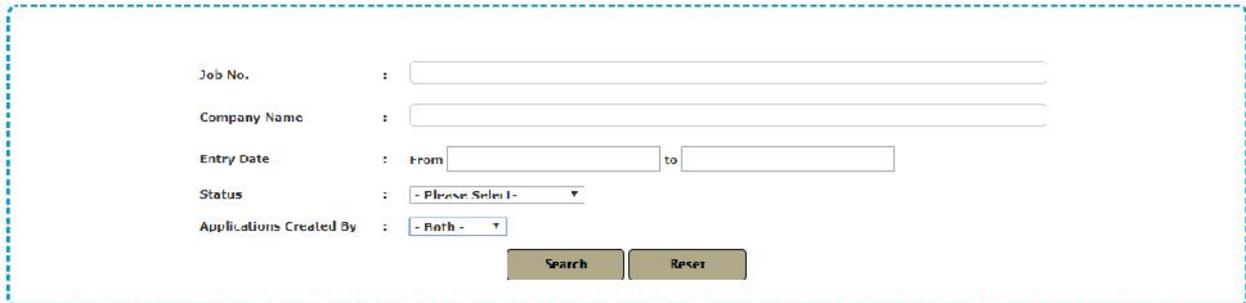


**Figure 5.4: Application Status**

Status / Processing Stage	Action	Application Status (Description)
Draft	Edit	<b>Draft Application. Awaiting Submission</b> Applications that are not submitted yet and are still editable. Client can click on <b>Edit</b> to edit application details before submission.
Incoming Application		<b>New Incoming Application. Awaiting Verification</b> Application already submitted and cannot be edited. Awaiting verification by SIRIM.
Verification	Quotation	<b>Application Receive by Officer. Awaiting Generation of Job No.</b> Application awaiting verification and preparation of Quotation.
Quotation	Quotation	<b>Job No. Generated, Awaiting Quotation &amp; Payment</b> Application successfully verified and Awaiting Quotation. Click on <b>Quotation</b> to view pdf version of Quotation. Client can proceed to make payment.
In Process	Quotation	<b>Application in process</b> Application is currently being processed by SIRIM. Quotation link <b>Quotation</b> remains.
Completed Application	Quotation	<b>Application Completed</b> Quotation link <b>Quotation</b> 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 : From  to

Status :

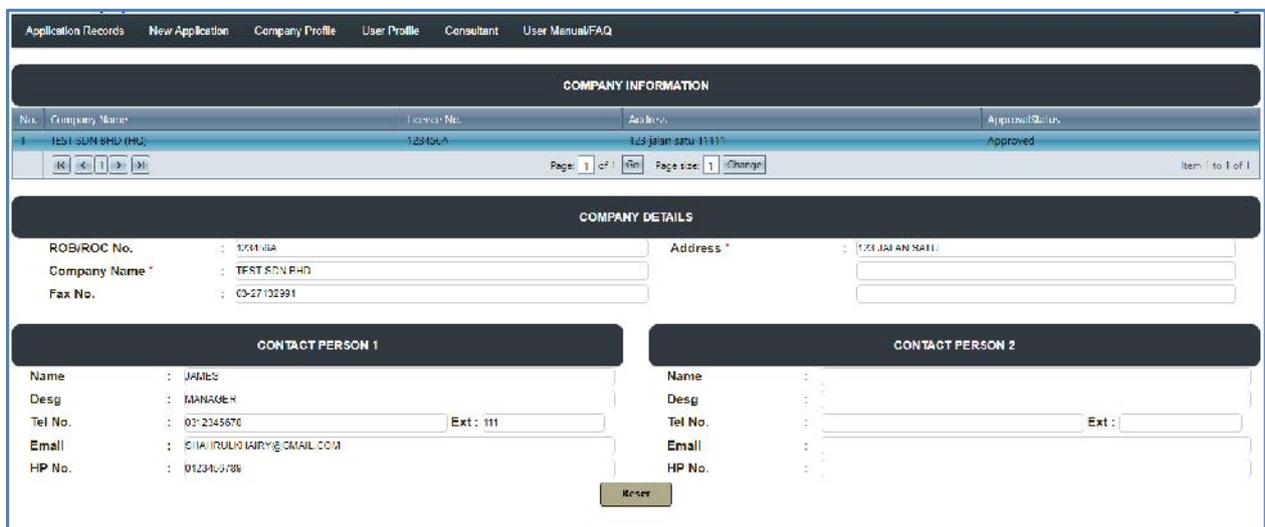
Applications Created By :

**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: -



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

**COMPANY INFORMATION**

No.	Company Name	Company No.	Address	Approval/Status
1	TESI SUN BHD (HU)	12345678	123 jalan satu 11111	Approved

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**COMPANY DETAILS**

ROB/ROC No. : 12345678 | Address : 123 JALAN SATU

Company Name : TESI SUN BHD

Fax No. : 03-27102391

**CONTACT PERSON 1**

Name : JAMES  
 Desg : MANAGER  
 Tel No. : 03-2345678 | Ext : 111  
 Email : SITI@TRULYAIRY@GMAIL.COM  
 HP No. : 0123456789

**CONTACT PERSON 2**

Name :  
 Desg :  
 Tel No. : | Ext :  
 Email :  
 HP No. :

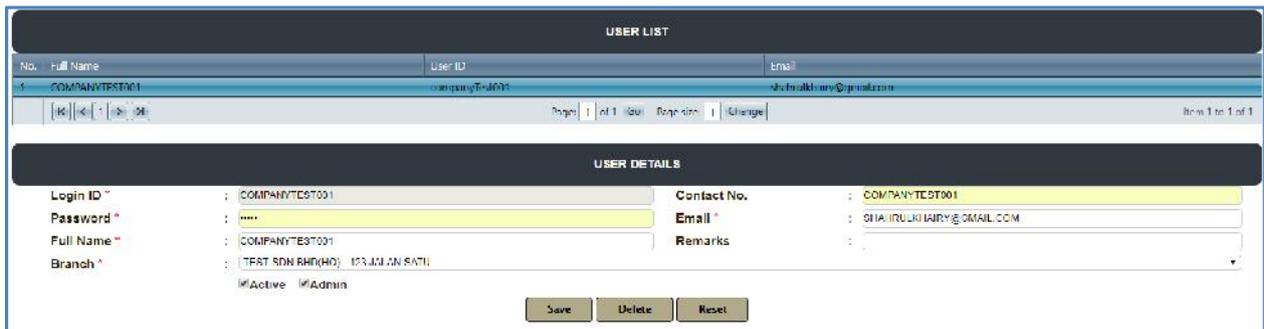
**Figure 7.1: Company Profile**

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

- Click on  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



**Figure 8.1: User Profile**

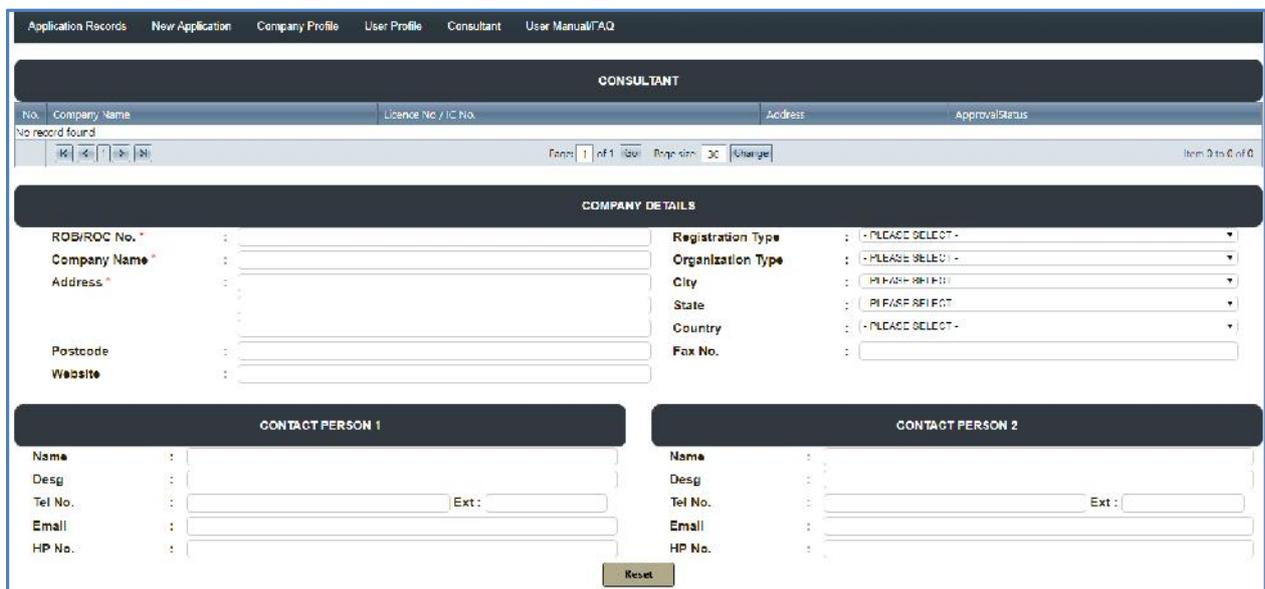
- User List displays all users that have access to e-CEE within the company organization and Branches.
- Only Admin can decide to Add, Delete, or Modify User details.
- Enter User details, and select the branch (or HQ) where user is located. The dropdown list below only displays list of branches already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



- Tick 'Active' to activate user account and tick 'Admin' if user is Administrator.
- Click on  to 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).



**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 pre-registered 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

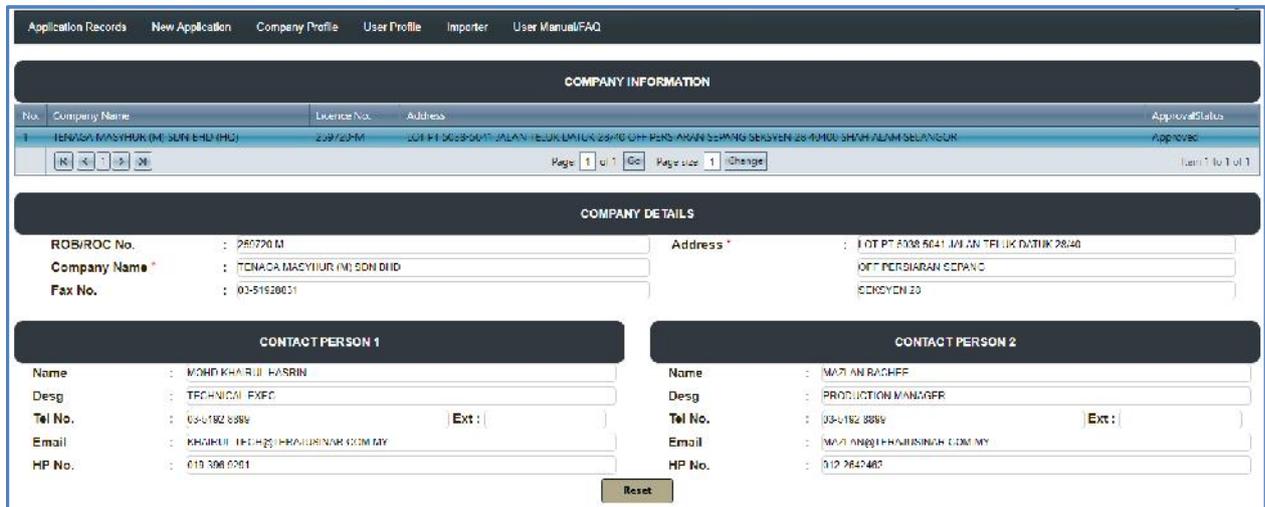
- After SIRIM has registered Consultant with eCEE, an email notification with login information will be sent to Consultant.
- Login to eCEE using login details provided in email.
- Consultant can view and have access to the following screens. Point to the main menu, and click on sub menu to access to particular screen.



**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.



The screenshot displays the 'COMPANY INFORMATION' section with a table listing company details. Below this, the 'COMPANY DETAILS' section contains fields for ROB/ROC No., Company Name, Fax No., and Address. The 'CONTACT PERSON 1' and 'CONTACT PERSON 2' sections provide fields for Name, Designation, Telephone Number (with extension), Email, and HP Number. A 'Reset' button is located at the bottom of the contact information section.

No.	Company Name	Licence No.	Address	Approval Status
1	TENAGA MASYHUR (M) SDN BHD (PUC)	299723-M	LOT P1 50350617 JALAN TEKUN UMUTU 29970 OFF PENSILANGAN SEPANG SEKSYEN 29 40000 SHAH ALAM SELANGOR	Approved

**COMPANY DETAILS**

ROB/ROC No. : 280720 M      Address \* : LOT PT 5035 5041 JALAN TEKUN UMUTU 29970

Company Name \* : TENAGA MASYHUR (M) SDN BHD      OFF PERDIARAN SEPANG

Fax No. : 03-51528031      SEKSYEN 29

**CONTACT PERSON 1**

Name : MOHD KHARUL HUSRIN      Name : MAZLAN RACHIFF

Desg : TECHNICAL EXEC      Desg : PRODUCTION MANAGER

Tel No. : 03-5152 8889      Ext :      Tel No. : 03-5152 8889      Ext :      )

Email : KHARUL\_HUSRI@TENAGAMASYHUR.COM.MY      Email : MAZLANR@TENAGAMASYHUR.COM.MY

HP No. : 019 398 6281      HP No. : 012 3647462

Reset

**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



**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.



- Tick 'Active' to activate user account and tick 'Admin' if user is Administrator.
- Click on **Add** to Add new user.
- Click on User (Row) to view and edit its details.
- Click on **Delete** to 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 Application    Company Profile    User Profile    Importer    User Manual/FAQ				
IMPORTER / COA HOLDER				
No.	Company Name	Licence No / IC No.	Address	ApprovalStatus
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	

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COMPANY DETAILS			
ROB/ROC No. *	: 26975W	Registration Type	: ROC - PRIVATE LIMITED
Company Name *	: PANASONIC MALAYSIA SDN. BHD.	Organization Type	: - PLEASE SELECT -
Address *	: LOT 10, JALAN 13/2,	City	: - PLEASE SELECT -
Postcode	: 46200	State	: SELANGOR
Website	:	Country	: - PLEASE SELECT -
		Fax No.	: 03-79541194

---

CONTACT PERSON 1		CONTACT PERSON 2	
Name	: ABDUL AZIM BIN BAHAROM	Name	: KAMALLUDIN BIN PARDZAN
Desg	: TECHNICAL SUPPORT	Desg	: EXECUTIVE
Tel No.	: 03-79537589    Ext :	Tel No.	: 03-7953 7541    Ext :
Email	: ABDULAZIM@MY.PANASONIC.COM	Email	: KAMALLUDIN.PARDZAN@MY.PANASONIC.COM
HP No.	: 019-7768845	HP No.	: 013-6763945

**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).

**APPLICANT**

<b>Company Name</b> : TENAGA MASYHUR (M) SDN BHD (HQ) <b>Address</b> : LOT 10/1 6038-6041 JALAN TELUK DAIKUK 28140 OFF PERSEKUTUAN SELANGOR SEREMBAN 28 40400 SHAH ALAM SELANGOR MALAYSIA <b>Fax</b> : 03-61928821	<b>Registration No.</b> : 260720-M  <b>Website</b> :  <div style="text-align: center; margin-top: 5px;"><input type="button" value="Change Branch"/></div>
---	--

CONTACT PERSON 1	CONTACT PERSON 2
<b>Name</b> : MOHD KHAIRUL HAFSIN (TECHNICAL EXEC) <b>Tel</b> : 03-5192 0099 <b>HP No.</b> : 019-386 9291 <b>Email</b> : khairu-tech@terajusinar.com.my	<b>Name</b> : MAZLAN DACI ICE (PRODUCTION MANAGER) <b>Tel</b> : 03-5192 0099 <b>HP No.</b> : 012-2642462 <b>Email</b> : mazlan@terajusinar.com.my

**IMPORTER**

No.	ROC / FOR	Importer Name	Address	Contact	Action
1	601373A	ACRODIGIT SDN BHD	29-1, JALAN ARA SD7/3A BANDAR SRI DAMANSARA 52200 KUALA LUMPUR, 52200 WILAYAH PERSEKUTUAN MALAYSIA	SIEW FZAK FONG Tel: 03 52604573 Fax: 03 62304573 Hp: 012 2132890 email: siewfz@gmail.com	<input type="checkbox"/> Add <input type="checkbox"/> Delete

**Figure 10.5: Application Screen**

- Click on  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

**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).