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.

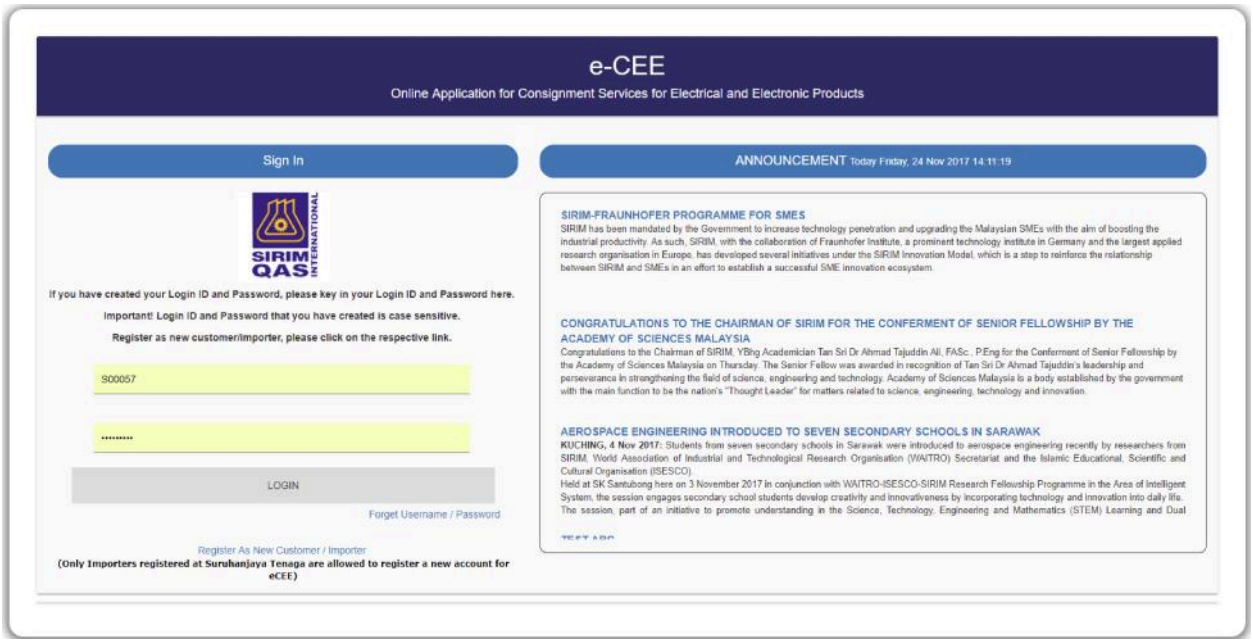


Figure 1. : Login Screen

a. Forgot ID/Password

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

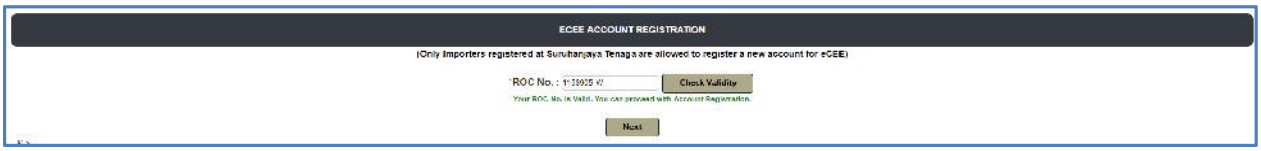


Figure 1.2: Forgot ID/Password Screen

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

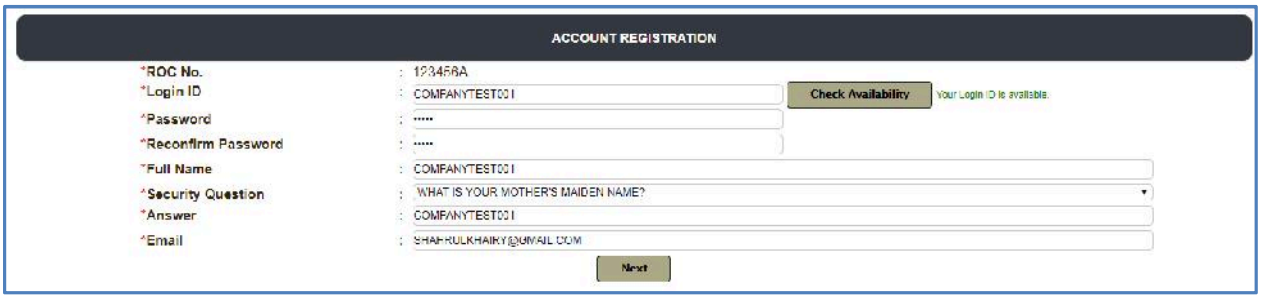


Figure 2.1: Account Registration Screen

- 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 Next. Under Login Tab, the login details are displayed and is editable. You can also change the Password.

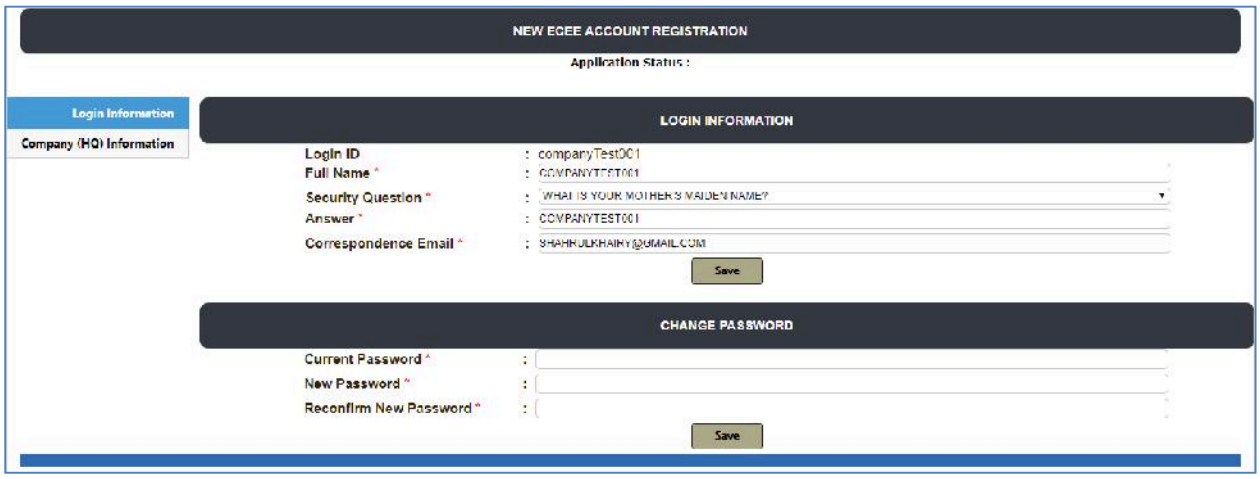


Figure 2.2: Login Information Screen

c. Company Information

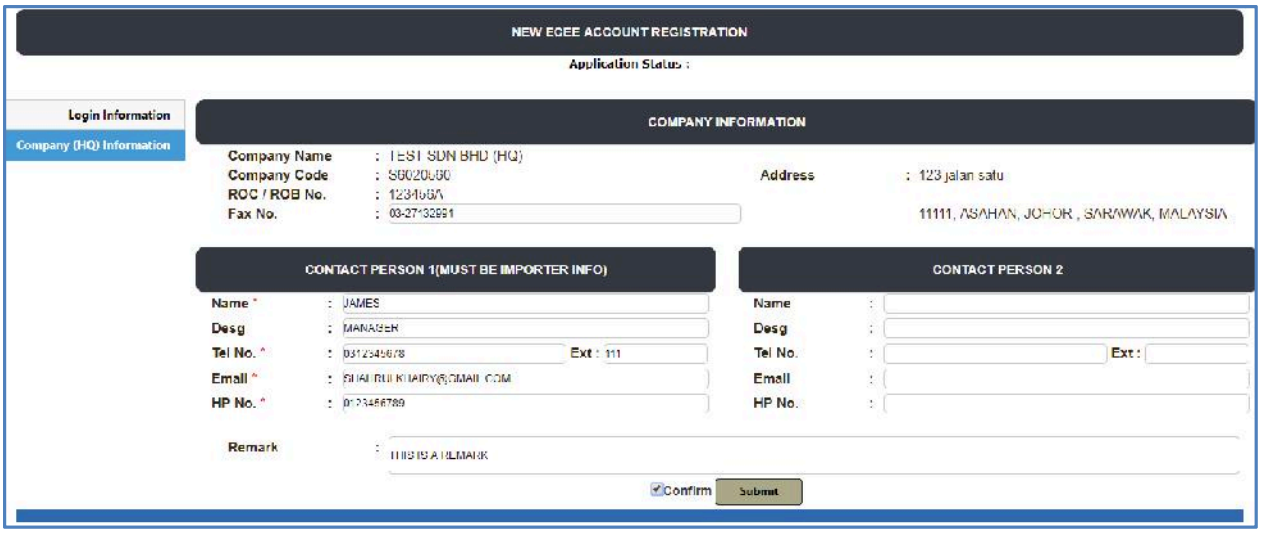


Figure 2.3: Company Information Screen

- 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:



- Application Status will display as *'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.

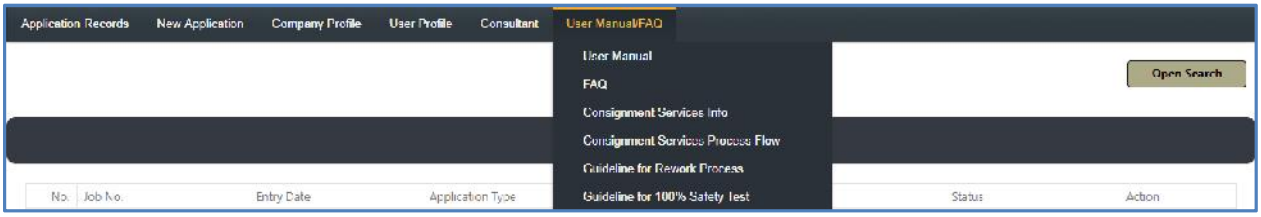


Figure 3.1 : Menu Bar

- 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

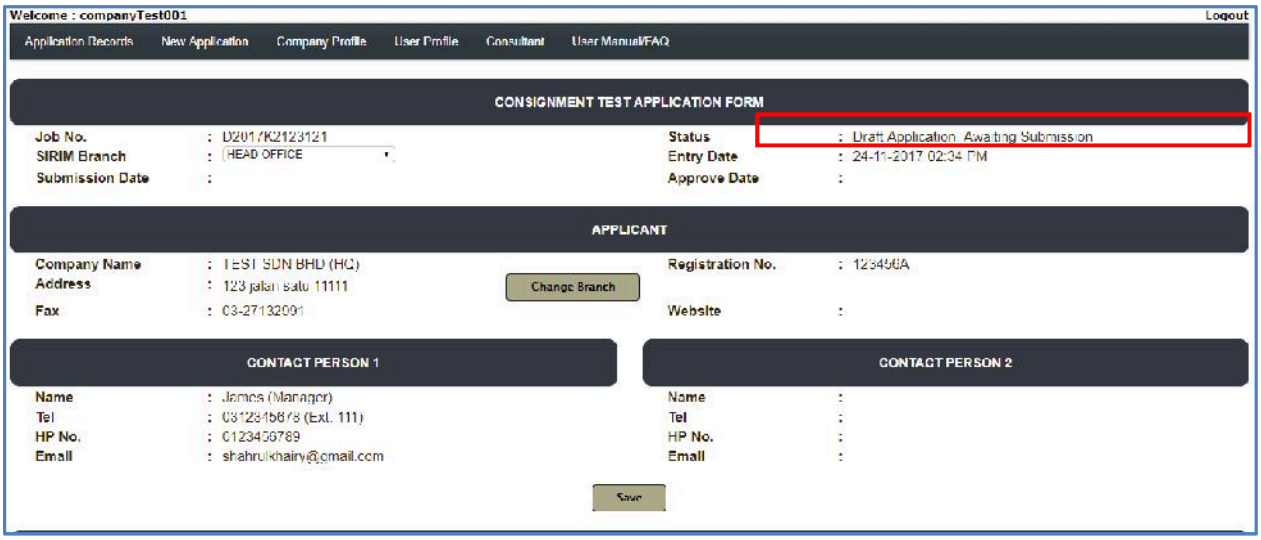


Figure 4.1: Company Information

- 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 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

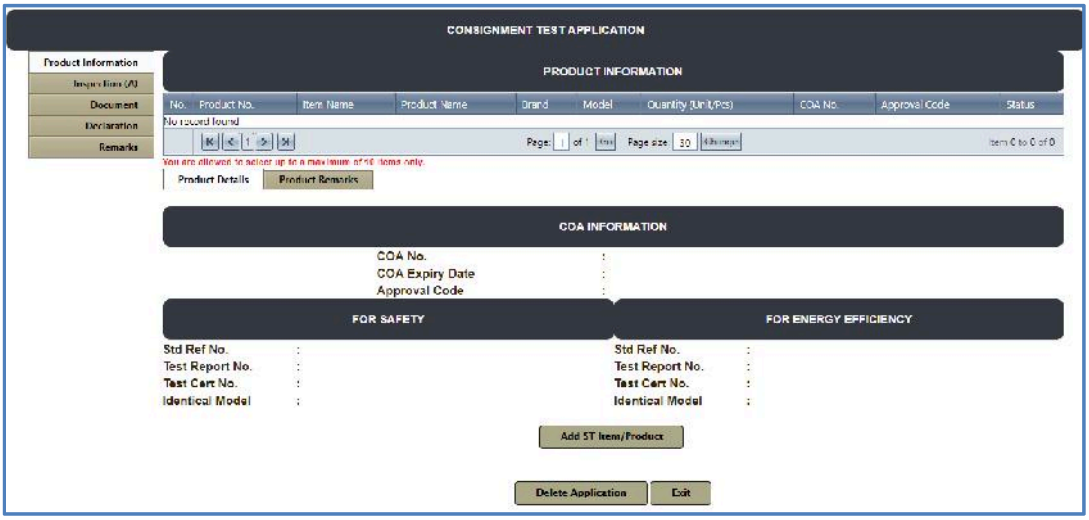


Figure 4.2: Product Information

- 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. thenclick on Save Selection.

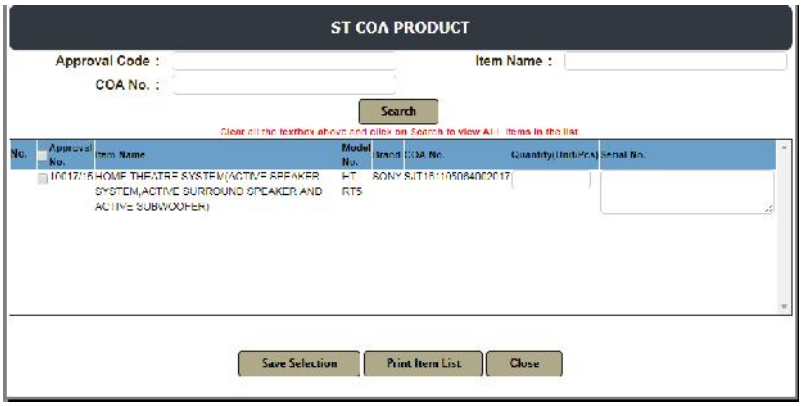


Figure 4.4: ST Item/Product

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

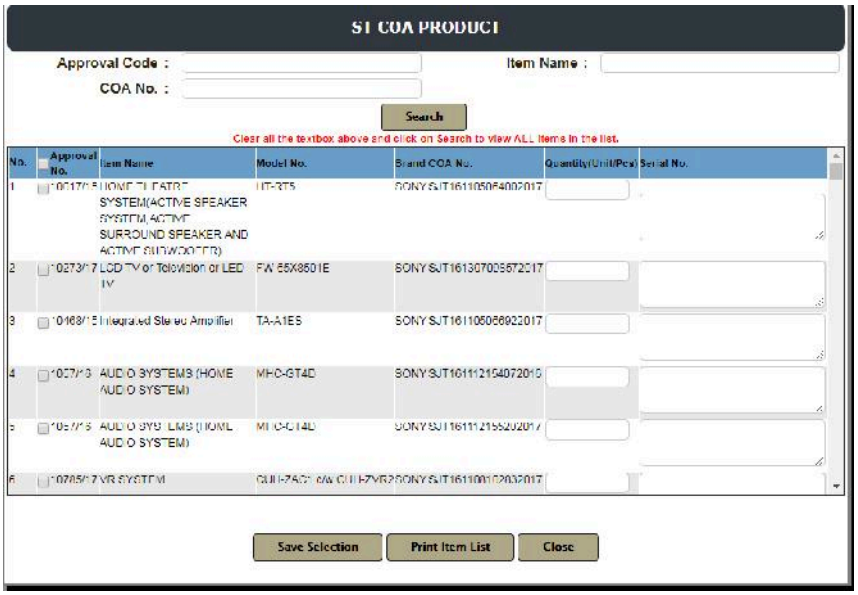


Figure 4.5: ST Item/Product List

- 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.

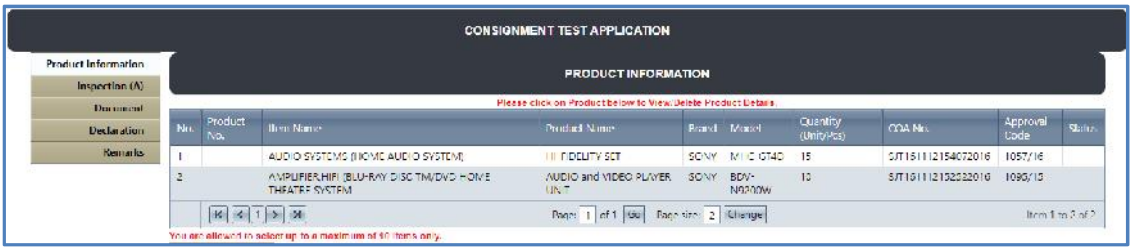


Figure 4.6: Product Information

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

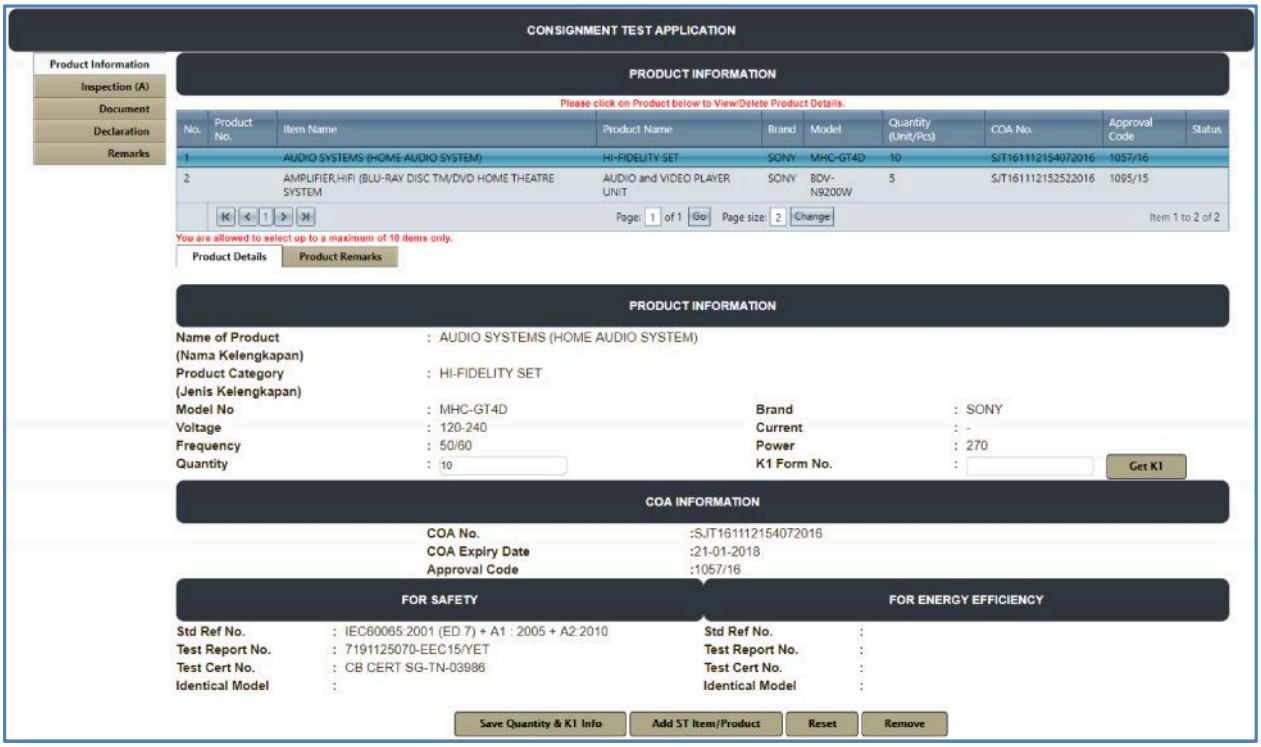


Figure 4.7: Product Information

- Click on 

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

to select more Product / Item for Consignment Text. Only 10 items are allowed per application.

- Click on 

to view K1 information attached to selected COA No. An example of K1 information is shown below.

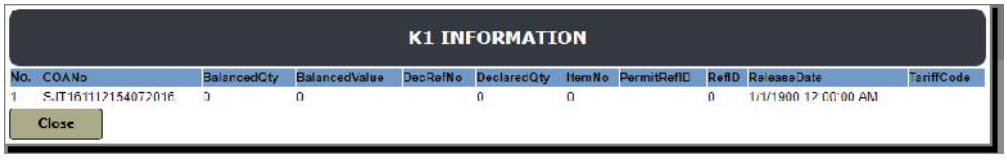


Figure 4.8: K1 Information

- Click on 

to hide 'Add/Edit Product Information' section.

- Click on Remove 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.



Figure 4.9: Inspection Tab Screen

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

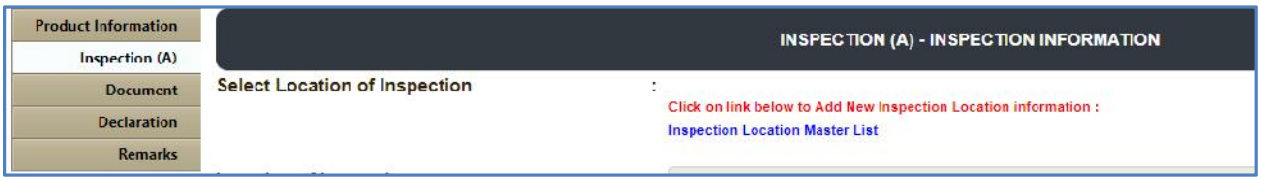


Figure 4.10: Inspection Location Master List

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

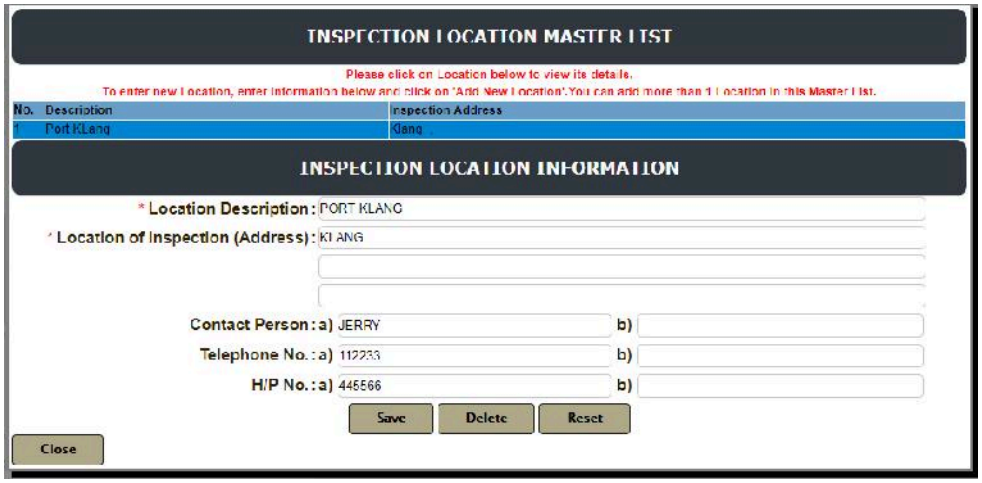


Figure 4.11: Inspection Location Information

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



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

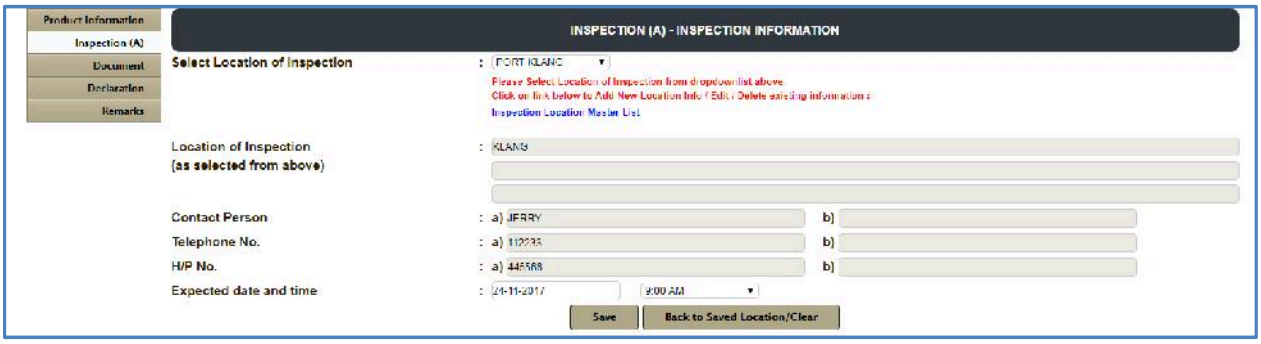


Figure 4.121: Inspection Information

- To change Inspection Information, select a different Location from dropdown list and click on Save to save Location details.
- Click on Back to Saved Location/Clear to default to inspection location already saved or to clear location information selected.

Please note that you MUST select location from dropdownlist provided. You are not allowed to enter information in the areas highlighted in grey. Please select a different location and click on Save to change Inspection Information. If location not available in 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: -

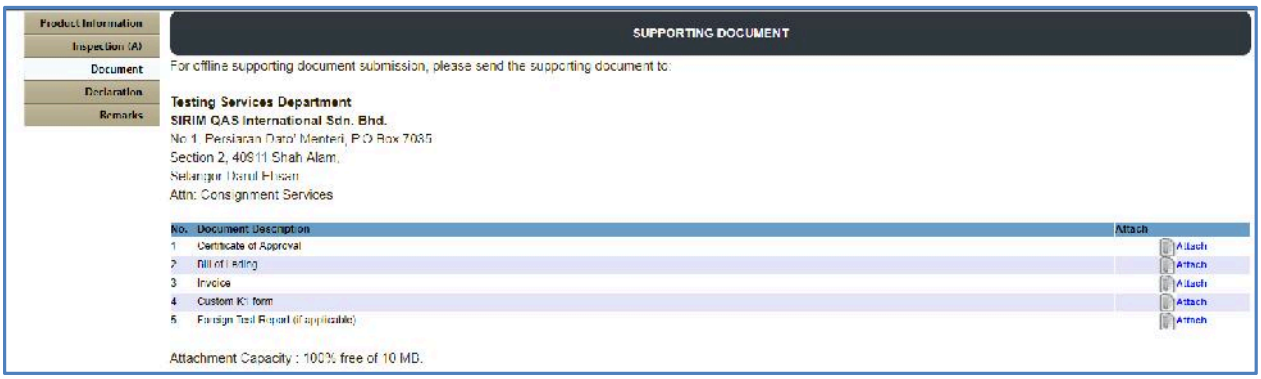


Figure 4.13: Document Attachment Screen

e. Declaration

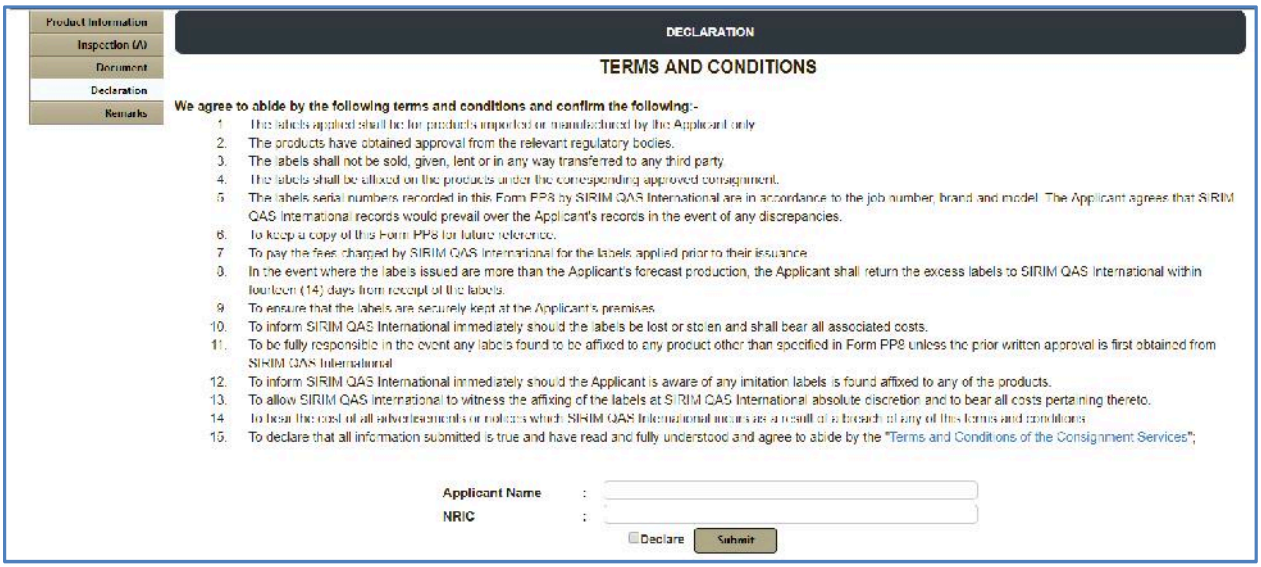


Figure 4.14: Declaration Screen

- 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  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.

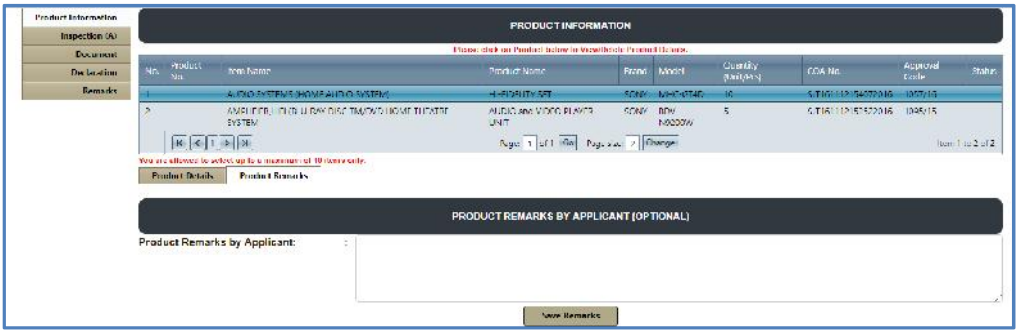


Figure 4.17: Product Remarks by Applicant

- ***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.

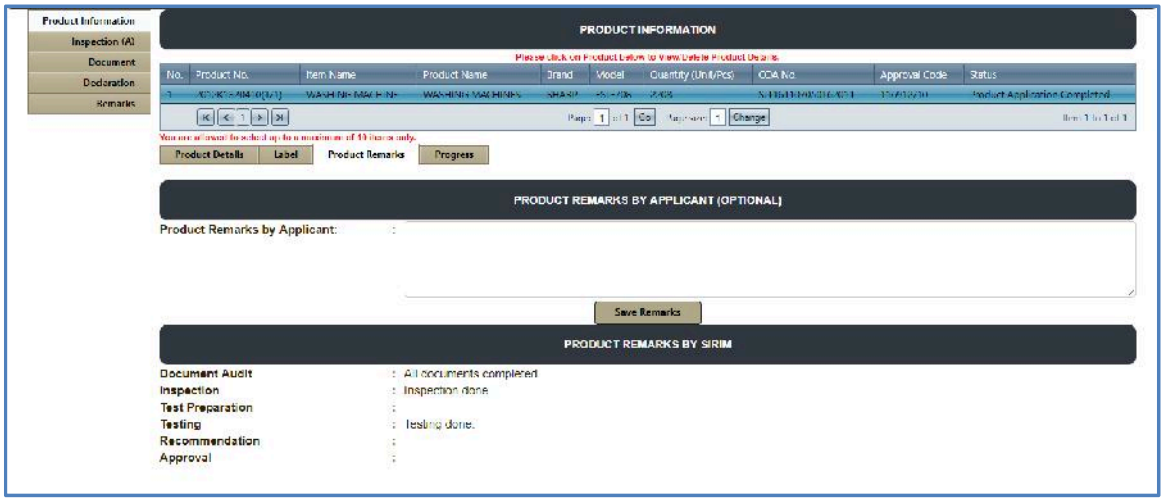


Figure 4.18: Product Remarks by SIRIM

g. Product Progress (Product Tracking)

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



Figure 4.19: Progress Screen

5. List of Applications and Application Status

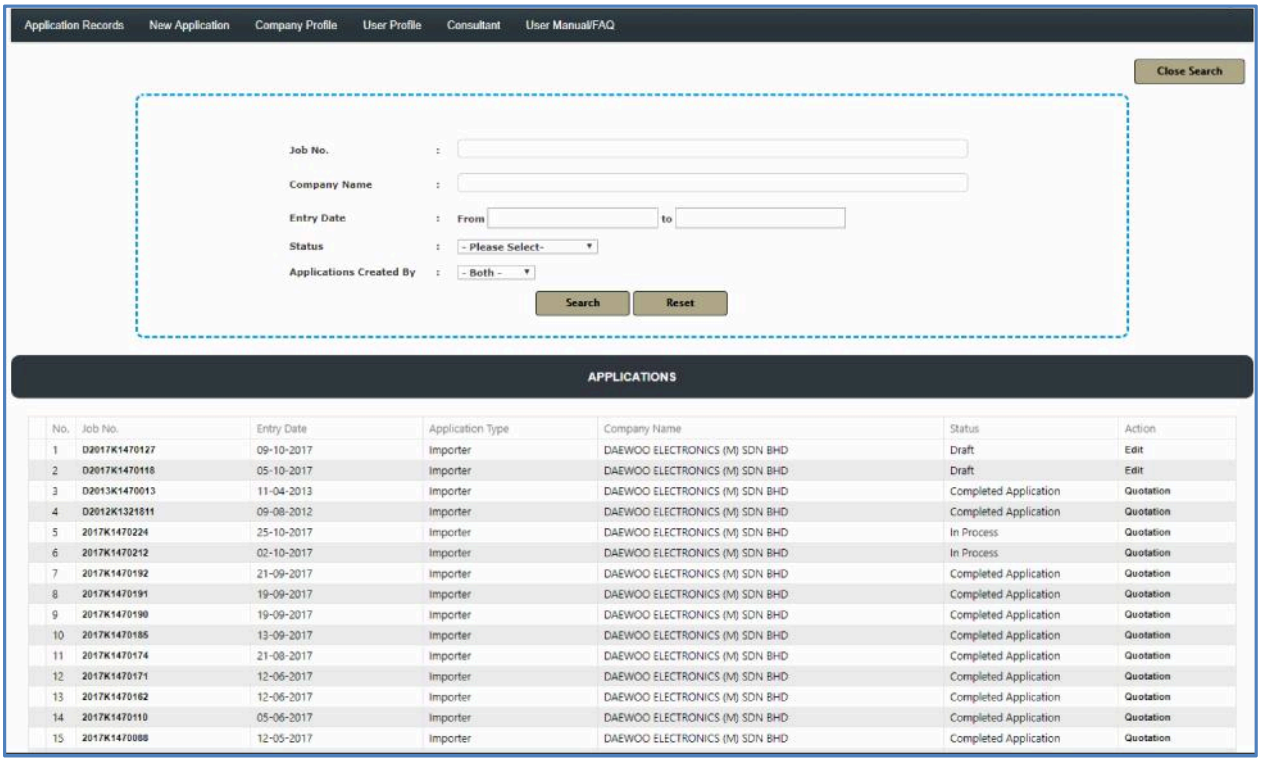


Figure 5.1: List of Application

- 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.

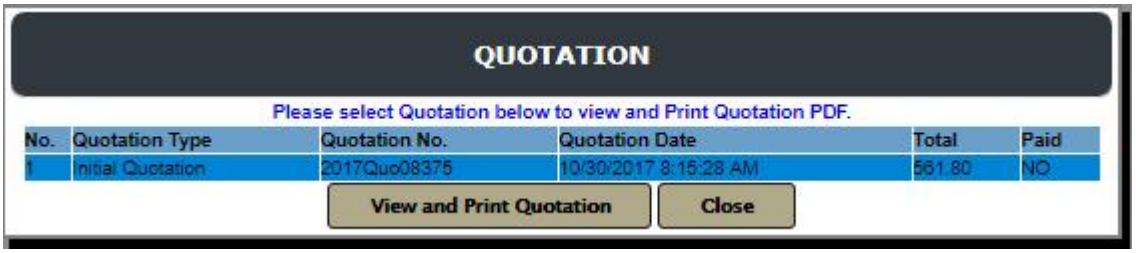


Figure 5.2: View/Print Quotation

- 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”.

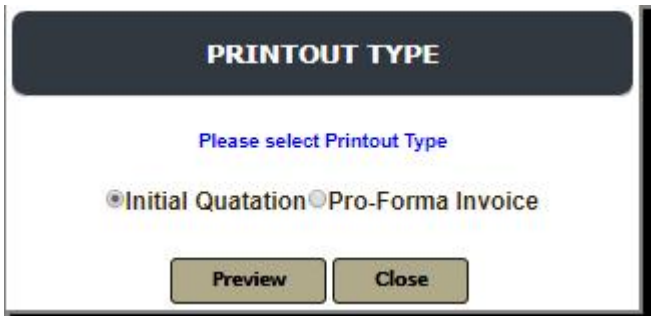


Figure 5.3: Select Initial Quotation or Pro-Forma Invoice

- 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.

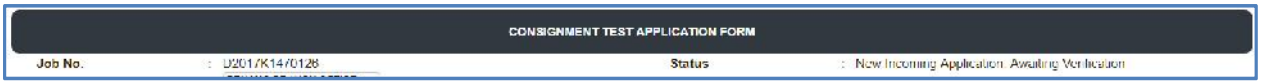


Figure 5.4: Application Status

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

6. Search

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



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: -

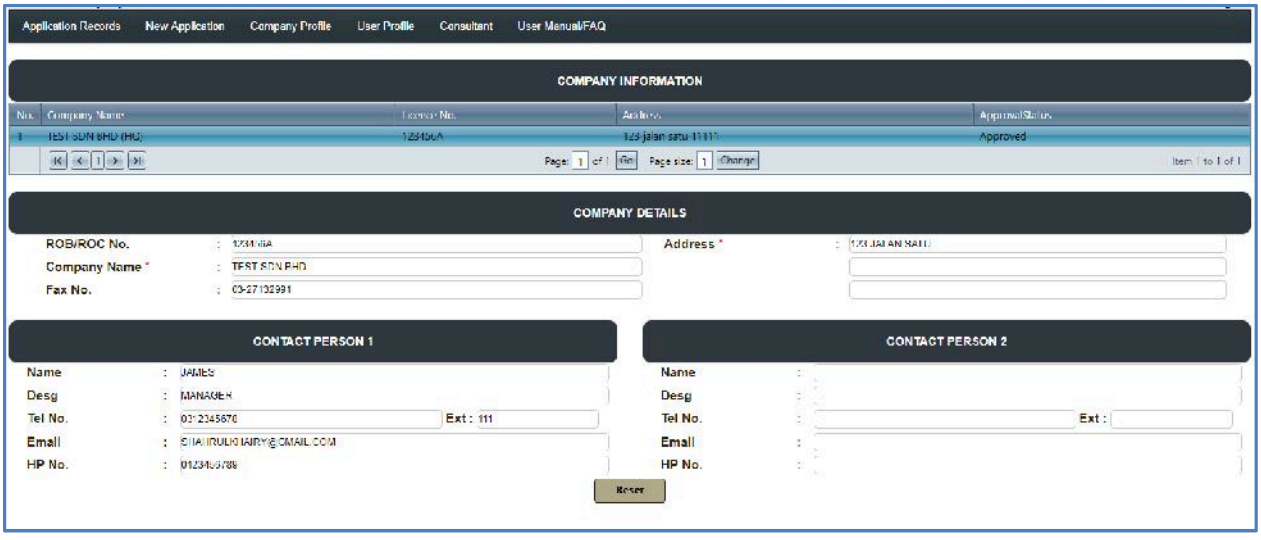


Figure 7.1: Company Profile

- 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

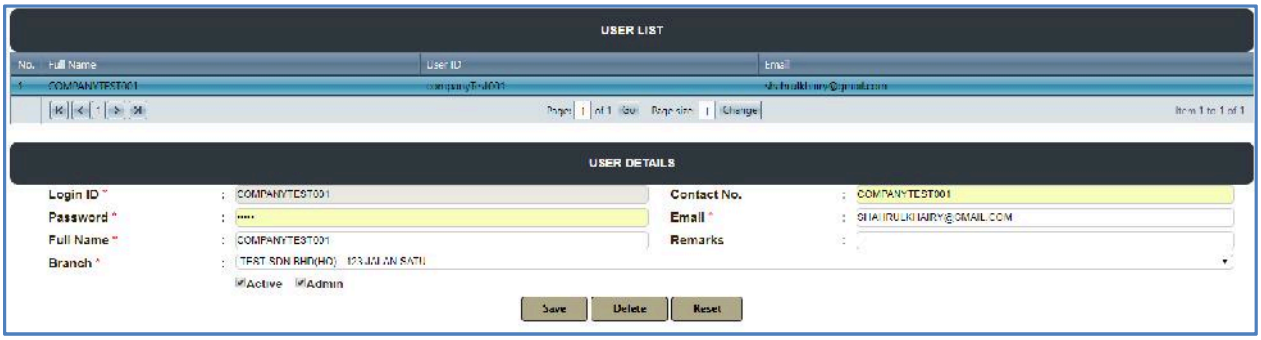


Figure 8.1: User Profile

- 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 Add 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).

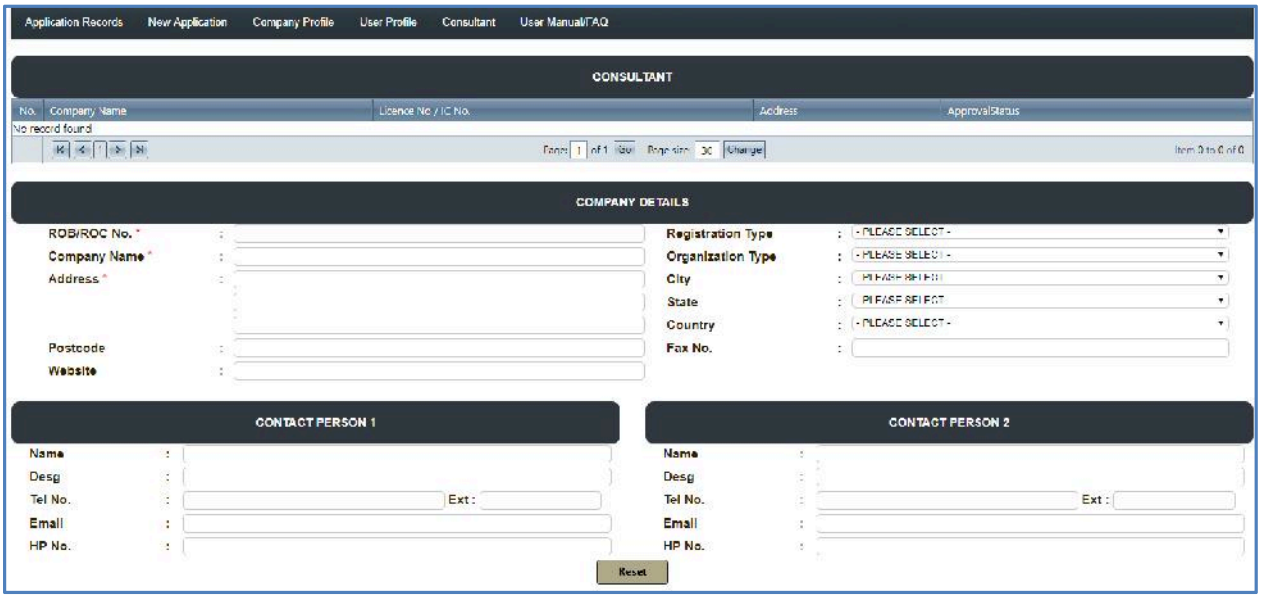


Figure 9.1: Consultant Profile

- 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.

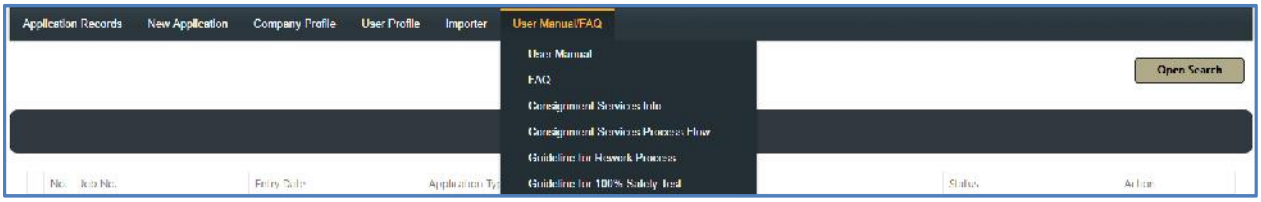


Figure 10.1 Menu Bar

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

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

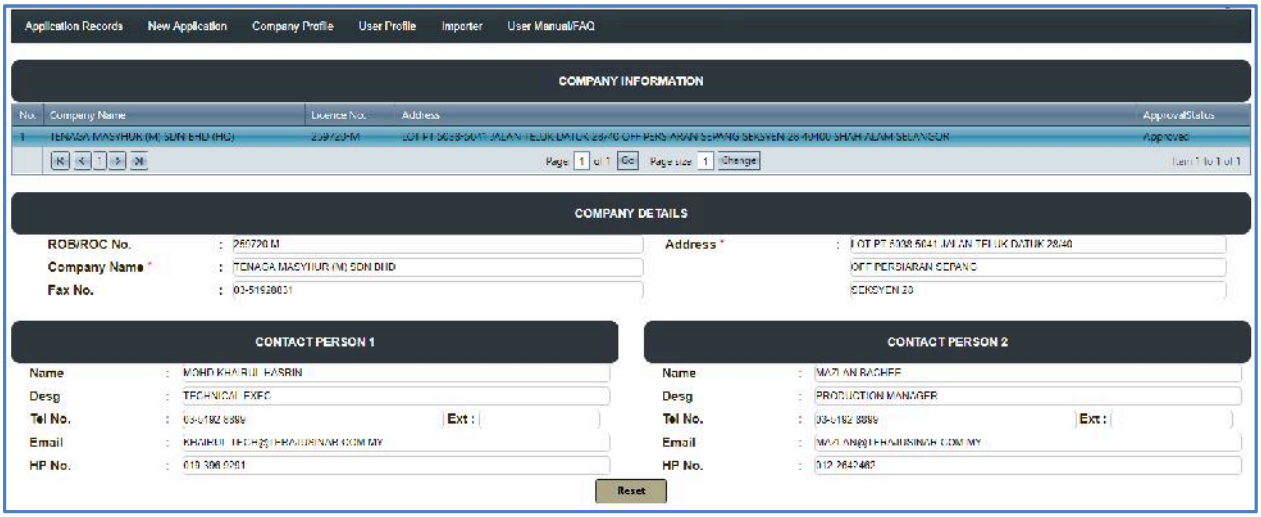


Figure 10.2: Consultant Company Profile

- 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

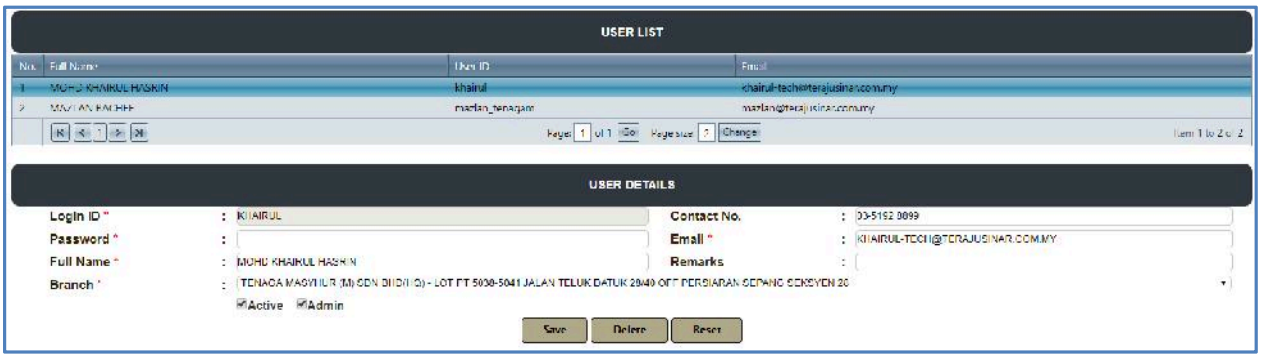
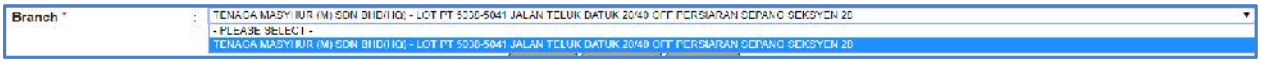


Figure 10.3: Consultant Profile

- 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.

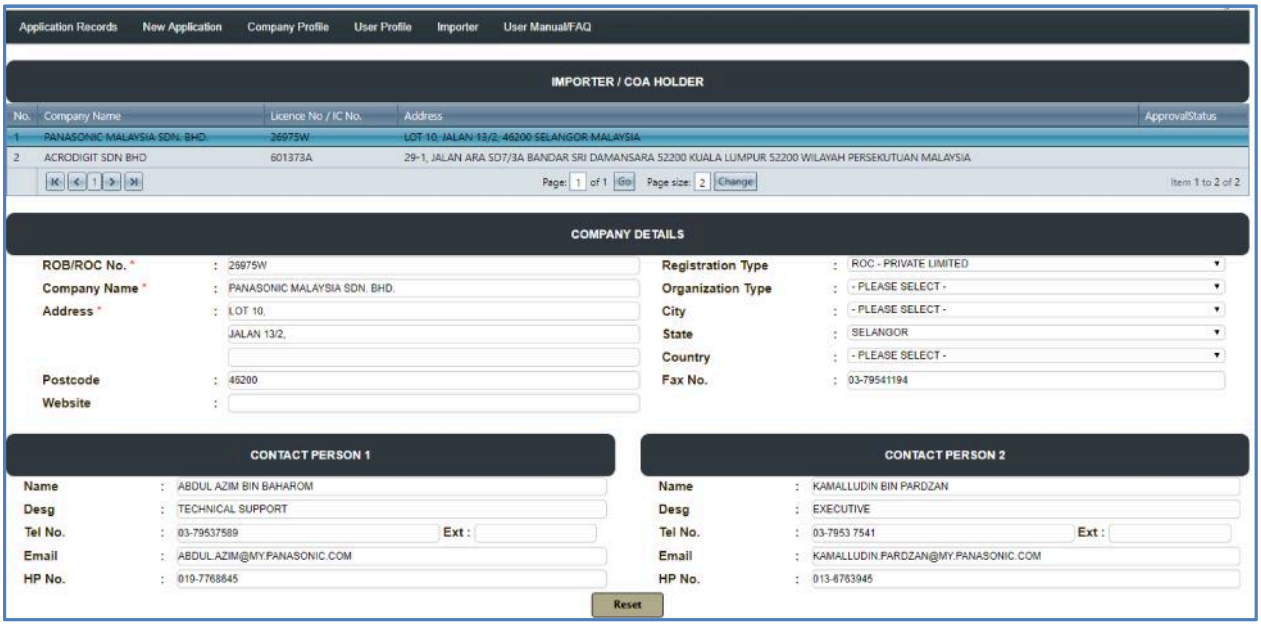


Figure 10.4: Importer Profile

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).

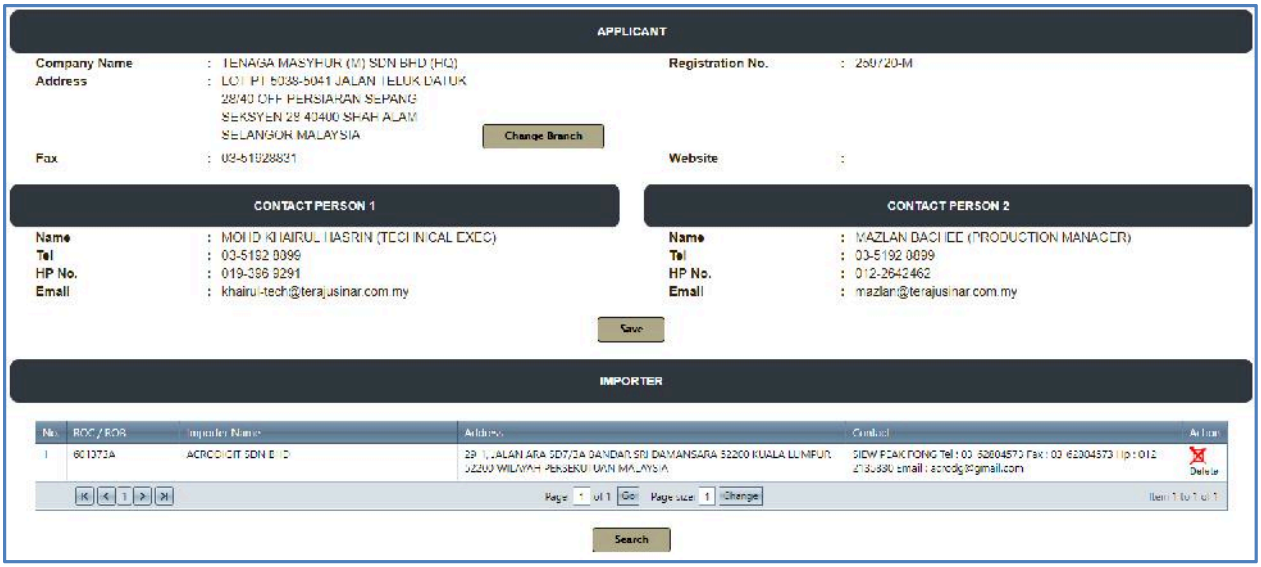


Figure 10.5: Application Screen

- 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).



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).