

FRIM PCS E- CERTIFICATION USER GUIDE

(Client)



APPLICATIONS



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GENERAL INFORMATION

AUTHORIZED USERS

This application and data ownership are owned by FRIM PCS, solely. Usage authorization of the system is of FRIM'S decision. FRIM is however bound to the terms and conditions of usage and/or copy of permissions agreed with the Vendor prior to the handover sign-off. Any changes or modification to the system code and/or any unauthorized alterations made either by FRIM work group or any third-party appointed by FRIM without the knowledge and consent from the Vendor before the official handover, shall void the warranty terms.

POINTS OF CONTACT

(A) Information

The point of contact (POCs) for informational and troubleshooting purposes are:

Contact Name	Department	Email Address
	FRIM PCS	
	FRIM ICT	

(B) Vendor Support

The vendor information including responsible personnel phone numbers for emergency assistance are:

Support Mode	Support Hours and Details
Telephone/Hotline	<ul style="list-style-type: none"> Monday – Friday, 9:00am to 6:00pm; Phone: 03-80809180 Calls out of office hours can be made to a mobile phone (On-duty personnel) and best efforts will be made to answer / action the call
Email/Fax	<ul style="list-style-type: none"> Monday – Friday, 9:00am to 6:00pm; Email: @primuscore.com Emails received outside of office hours will be collected, however no action can be guaranteed until the next working day
Onsite Support	<ul style="list-style-type: none"> Onsite assistance guaranteed within 72 hours during the business week However, depending on the case severity and our classification of the issue reported

Our support level is defined as per below:

Support Level	Description
Level 1	Referring to our Account Manager for initial diagnosis and escalation procedure
Level 2	Referring to our Technical Experts (SEs and TCs) unit for troubleshooting and 2 nd level corrective actions (remotely or on-site)
Level 3	Referring to the subscribed 3 rd party/principles for 3 rd level resolution

ORGANIZATION OF THE USER GUIDE

This User Guide is broken down to four (4) sections respectively:

Sections	Overview
General Information	Explains in general terms the system and the purpose for which it is intended
System Summary	Provides a general overview of the system. The summary outlines the uses of the system's hardware and software requirements, system's configuration, user access levels and system's behavior in case of any contingencies
Getting Started	Explains how to access PCS E-Certification on the browser. The section also presents a brief of the system's navigational menu.
Step-by-Step Guide for the Module	Provides a detailed description of task-specific items and operation for the Module.

GETTING STARTED

ACCESING THE URL

Please access to your internet browser (modern browsers e.g.: Edge, Google Chrome, Firefox etc.) by double clicking the icon on your Desktop view or by selecting it from your Start Menu.

1. Type in the URL address below at the address field of your chosen internet browser:

<https://ecertpcs.frim.gov.my/>

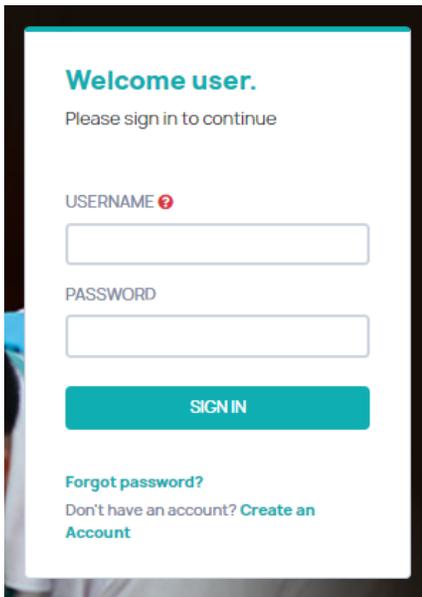
2. You will be directed to the main FRIM PCS E-Certification Landing Page as illustrated below:

The screenshot displays the FRIM PCS E-Certification landing page. At the top left, the logo for FRIM PCS E-CERTIFICATION is visible. The main content area features a large image of two technicians in white and blue uniforms working with industrial equipment. Overlaid on this image is the text "Certified Companies" and a search bar with the placeholder text "Search your result by typing in the Company Name or Certificate No". Below the search bar is a search input field with the placeholder text "Search Company Name or Certificate No" and a magnifying glass icon. In the top right corner, there are links for "Submit Feedback", "Brochure", and a "REGISTER" button. On the right side, there is a white login form with the heading "Welcome user." and the text "Please sign in to continue". The form contains two input fields: "USERNAME" and "PASSWORD", each with a red question mark icon and a small icon on the right. Below the input fields is a teal "SIGN IN" button. Underneath the button, there are links for "Forgot password?" and "Don't have an account? Create an Account". At the bottom left, there are logos for FRIM, IAF, and other certification bodies, along with the copyright notice "© 2019 PCS FRIM. All right reserved.". At the bottom right, there are links for "User Guide / Contact Us" and a "More" dropdown menu.

SIGN IN AND OUT OF PCS E-CERTIFICATION

SIGNING IN

Once registered, client can login into the system using their Company Registration Number as the username. Default password is located in the email send after a successful account registration.



Welcome user.
Please sign in to continue

USERNAME 

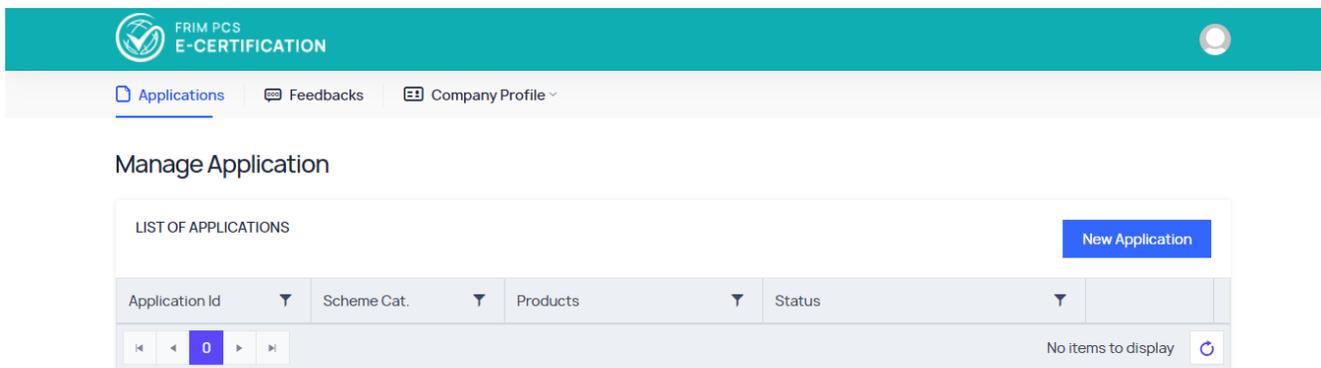
PASSWORD

SIGN IN

[Forgot password?](#)
Don't have an account? [Create an Account](#)

1. Type in **Username***
2. Type in **Password***
3. Click **Login** button

Upon successful login, a logged in User Menu and Manage Application page will be displayed.



FRIM PCS
E-CERTIFICATION

[Applications](#) [Feedbacks](#) [Company Profile](#)

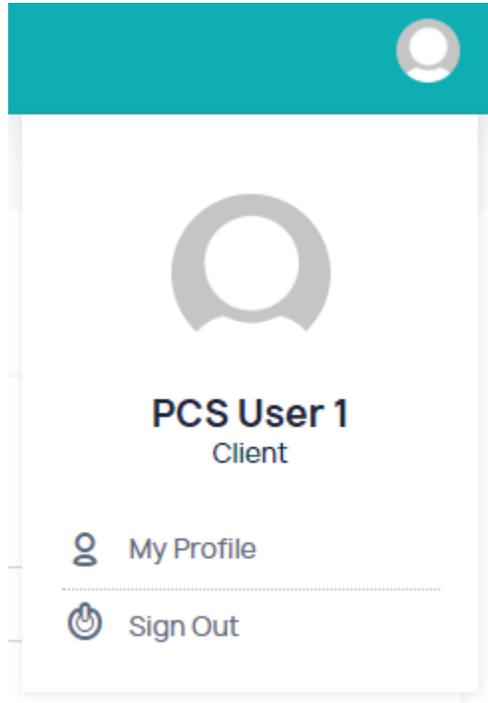
Manage Application

LIST OF APPLICATIONS [New Application](#)

Application Id	Scheme Cat.	Products	Status
No items to display Refresh			

SIGNING OUT

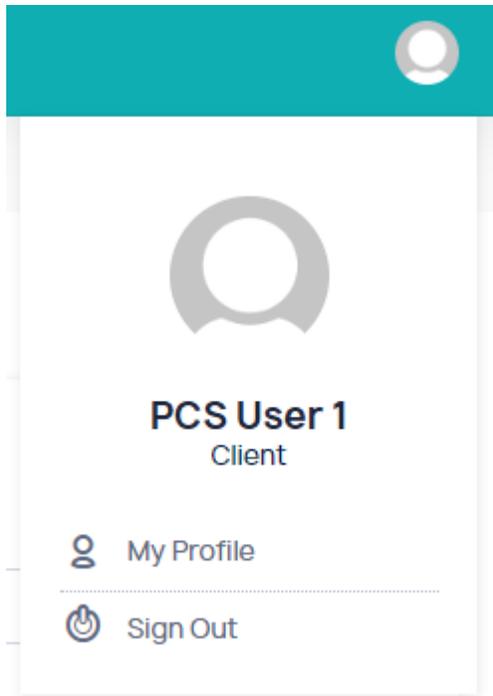
To Sign Out of PCS E-Certification, you will need to click at the **User Image** presented on the top right of the screen and Click Sign Out.



You will be logged out from PCS E-Certification and redirected to the main landing page.

USER PROFILE (MY PROFILE)

PCS E-Certification user will have access to My Profile by clicking the User Icon at the top right corner.



Once selected, user can update their user account information and also change their password.

Applications Feedbacks Company Profile ▾

Edit User

DETAILS

	User Name 1234567-A	Email <input type="text" value="syauqi.j@gmail.com"/>
	Full Name <input type="text" value="PCS User 1"/>	Phone No. <input type="text" value="Phone No."/>
	I/C No. <input type="text" value="I/C Number"/>	Division <input type="text" value="Division"/>
	<input type="button" value="Save"/>	<input type="button" value="Change Password"/>

QUOTATION TYPES

Below is the overview of the type of quotations available in the system.

Quotation For	Generated on
Year 1	
- Application Fee & Documentation Review Audit	Application Review Accepted
- Evolution Audit & Testing Fee	Documentation Review Completed
- Product Certificate Fee (per product)	Product in the application (at least one) has Certified
Year 2	
- Surveillance Audit 1 & Annual Fee (1st year)	3 months before (at least one) Certificate Year 1 Expired
Year 3	
- Surveillance Audit 2 & Annual Fee (2nd year)	3 months before (at least one) Certificate Year 2 Expired
Year 4 (2nd Cycle) - Recertification Fees (1)	
- Evolution Audit & Testing Fee	3 months before (at least one) Certificate Year 3 Expired
- Product Certificate & Annual Fee (3rd Year)	Product in the application (at least one) has Recertified
Year 5	
- Surveillance Audit 1 & Annual Fee (1st Year)	3 months before (at least one) Certificate Year 4 Expired
Year 6	
- Surveillance Audit 2 & Annual Fee (2nd year)	3 months before (at least one) Certificate Year 5 Expired
Year 4 (3rd Cycle) - Recertification Fees (2) and so on.	

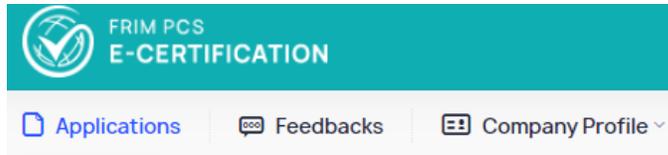
STEP BY STEP GUIDE APP

NEW APPLICATION

CREATE NEW APPLICATION

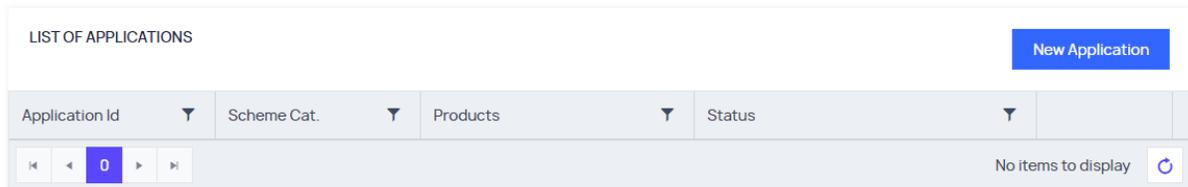
Please ensure that you have validated your email address to access the New Application page.

1. Click on **Applications** from the top menu



2. Click the **New Application** button.

Manage Application



3. Select **Factory Location** where the product is produced.
 - Click View Factory Detail button to view more information of the selected factory.

New Application

Information marked with (*) is mandatory

4. Select the **Product Scheme**.

5. Select **Product Type** and then **Product Category**

PRODUCT INFORMATION - ANNEX 1 (A)

Product Type *

Loose Furniture ▼

Product Category *

PERABOT KAYU DAN PANEL ▼

6. Select the correct **Product Name** to apply for the certification.

- Please contact PCS Admin if a specific product is not listed.

Product Name and Code *

KERUSI MURID RENDAH (BDR 1) ▼

7. Fill in the rest of the **Application** details

Note: Mandatory fields marked with '*' must be filled.

- Click Upload button to upload attachment for **Information Use**.
 - This is compulsory depending on the Product Name selected.
 - To discard the attachment, click the x icon next to the file name.

Information Use *

- [Information Use.docx](#) ⊗

Upload

- Fill in **Trade Name**
- Tick the **Market Type** (Domestic, International or Both)

Trade Name

Market Type *

Domestic

International

- Fill in the **Sub Components** details
 - Click **Add new record** button to fill in the Component Name and Code Name fields
 - Click the **Update** button to add the record.

Sub Components

+ Add new record		
Component Name	Code Name	
<input type="text"/>	<input type="text"/>	<input checked="" type="button" value="Update"/> <input type="button" value="Cancel"/>

- Click **Edit** to modify the details.
- To remove the record, click **Delete**.

 Edit

 Delete

- Fill in **Monthly Production (Unit/Product)**
- Fill in **Total Production Line**

Monthly Production (Unit/Product) *

Total Production Line *

- Fill in the **Machines, Components and Raw Materials** section
 - Click **Add new record** button to fill in the Machine, Brand, Specification and Manufacture fields
 - Click the **Update** button to add the record.

MACHINES/COMPONENTS AND/OR RAW MATERIALS USED - ANNEX 1 (B)

Provide all the components or raw materials used to produce the product. * ?

A) Machines *

+ Add new record				
Machine	Brand	Specification	Manufacture	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="✓ Update"/> <input type="button" value="⊗ Cancel"/>

B) Components *

+ Add new record				
Component	Brand	Specification	Manufacture	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

C) Raw Materials *

+ Add new record				
Raw Material	Type	Specification	Manufacture	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

- Click **Edit** to modify the details.
- To remove the record, click **Delete**.



- Upload the required attachments for **Authority Approvals & Related Documents** section by clicking the **Upload** button of the items below
 - Certificate or letter for each components or raw materials used that requires approval from the authority.
 - Product Photo
 - Product Specification
 - Technical Drawing

D) Authority Approvals & Related Documents

1. Certificate or letter for each components or raw materials used that requires approval from the authority. *

- [Cert 1.docx](#) 

Upload

2. Product Photo *

Upload

3. Product Specification *

Upload

4. Technical Drawing *

Upload

- **Upload Process Flow** attachment.
 - Click the **View Example** icon for reference.

Upload Process Flow * [View Example](#)

Upload

[Process Flow Production.docx](#) 

- Fill in the **Product and Quality Control Checking Schedule - Annex 2 (B)** section
 - Click **Add new record** button to fill in the Item Inspected, Test Inspection, Frequency and Form No fields
 - Click the **Update** button to add the record.

PRODUCT AND QUALITY CONTROL CHECKING SCHEDULE - ANNEX 2 (B)

Provide all the items that needs to undergo product testing & quality control, verification or inspection. * 

+ Add new record				
Item Inspected	Test Inspection	Frequency	Form No	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="button" value="Update"/> <input type="button" value="Cancel"/>

- Click **Edit** to modify the details.
- To remove the record, click **Delete**.

 Edit	 Delete
--	--

- Fill in the **Test Equipment and Calibration / Verification Schedule - Annex 3** section
 - Click **Add new record** button to fill in the Item Inspected, Test Inspection, Frequency and Form No fields
 - Click the **Update** button to add the record.

TEST EQUIPMENT AND CALIBRATION / VERIFICATION SCHEDULE - ANNEX 3

Provide the model and serial number for each components listed in Annex 2(b). * 

+ Add new record				
Equipment	Model Name	Serial No	Calibration Certificate No	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="✓ Update"/> <input type="button" value="⊗ Cancel"/>

- Click **Edit** to modify the details.
- To remove the record, click **Delete**.



8. Ensure all details entered are correct and Click **Save** button.



- This will generate your new application into the system with status 'New' but still pending submission for application review
- If you are submitting a multiple products application, refer to **ADD ADDITIONAL PRODUCT** section first.
- Otherwise, proceed to **Submit Application for Review**.

ADD ADDITIONAL PRODUCT (OPTIONAL)

1. You may apply certification for multiple products under the same Product Scheme.
2. Click **Add Product**
 - Add Product button is visible if the application is **not yet submitted (Status: New)**.

Your application has been created. You can add more product and submit this application once done. ×

Application : PCS-0220-0001

Company Profile	Product Information	Quotations	Action Logs
Product Scheme Category	Submission Date	Application Status	
Furniture Products	-	New	
Add Product			

3. Fill in the required details of the section below:
 - PRODUCT INFORMATION - ANNEX 1 (A)
 - MACHINES/COMPONENTS AND/OR RAW MATERIALS USED - ANNEX 1 (B)
 - PROCESS FLOW CHART - ANNEX 2 (A)
 - PRODUCT AND QUALITY CONTROL CHECKING SCHEDULE - ANNEX 2 (B)
 - TEST EQUIPMENT AND CALIBRATION / VERIFICATION SCHEDULE - ANNEX 3
4. Click **Save** button to add this product to the application.



- Once added, additional tab of the Product name will be added to Production Information section.

Application : PCS-0220-0001

Company Profile	Product Information	Quotations	Action Logs		
Product Scheme Category	Submission Date	Application Status			
Furniture Products	-	New			
Add Product					
<table border="1"> <tr> <td>KABINET BESI BERLACI 4 (L2)</td> <td>KITCHEN CABINET</td> </tr> </table>				KABINET BESI BERLACI 4 (L2)	KITCHEN CABINET
KABINET BESI BERLACI 4 (L2)	KITCHEN CABINET				

SUBMIT APPLICATION FOR REVIEW

1. Ensure all the **details in both Company Profile and Product Information** tabs are correct.

Application : PCS-0220-0001

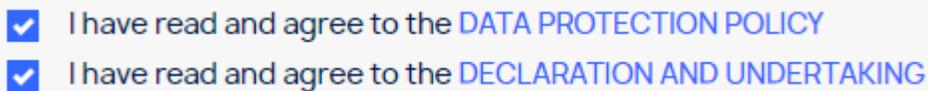


2. In Product Information tab, scroll down to bottom of the page.

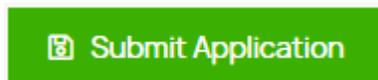
Application : PCS-0220-0001



3. Click the links to read the details on the Data Protection Policy and Declaration of Undertaking
4. **Tick both checkboxes** to declare that you have read and agree to the on the Data Protection Policy and Declaration of Undertaking.



5. Click the **Submit** button to submit the application.



- Your application is now successfully submitted with status **Pending Application Review**.

Your application has been submitted. ×

Application : PCS-0220-0001

Company Profile	Product Information	Quotations	Action Logs
Product Scheme Category Furniture Products	Submission Date 27/02/2020 12:00 AM	Application Status Pending Application Review	

AMEND APPLICATION

EDIT PRODUCT DETAILS

You will need to amend your application if the status of the application is **Requirement Amendment**.

1. Click **View** to open the application.

Manage Application

LIST OF APPLICATIONS					New Application
Application Id	Scheme Cat.	Products	Status		
PCS-0220-0001	Furniture Products	i. KABINET BESI BERLACI 4 (L2) ii. KITCHEN CABINET	i. Require Amendment ii. Require Amendment	View	

1 - 1 of 1 items

2. Click the **Action Logs** tab to view details of the required amendment under the status **Require Amendment** section.

Application : PCS-0220-0001

STATUS	MESSAGE	CREATED BY	DATE
Application Created	Your application has been created. You can add more product and submit this application once done.	SJ TEST 2 (Client)	19/02/2020 17:32:07
Product Added	Product KABINET BESI BERLACI 4 (L2) has been added.	SJ TEST 2 (Client)	19/02/2020 17:32:07
Product Added	Product KITCHEN CABINET has been added.	SJ TEST 2 (Client)	27/02/2020 10:55:23
Pending Application Review	Your application has been submitted.	SJ TEST 2 (Client)	27/02/2020 10:58:08
Require Amendment	Please ensure the remarks of the required amendment is clear and well explained for the client to understand.	mo1 (Marketing Officer)	05/03/2020 16:46:03

- For further information or clarification, please contact FRIM PCS office.

3. Go back to the **Product Information** tab.

Application : PCS-0220-0001

Company Profile	Product Information	Quotations	Action Logs
Product Scheme Category Furniture Products	Submission Date 27/02/2020 12:00 AM	Application Status Require Amendment	

4. Under Product Status, click **Edit Product**.

The screenshot shows a product page with two tabs: 'KABINET BESI BERLACI 4 (L2)' and 'KITCHEN CABINET'. Below the tabs, there are two main sections: 'FACTORY INFORMATION' and 'Product Status'. Under 'FACTORY INFORMATION', there is a 'Factory Name' field and a 'Factory HQ' field with a 'View Factory Detail' button. Under 'Product Status', there is a 'Require Amendment' status and an 'Edit Product' button.

- Ensure the correct Product is selected by clicking on the Product Name tab.

This is a close-up of the two tabs from the previous screenshot, showing 'KABINET BESI BERLACI 4 (L2)' and 'KITCHEN CABINET'.

5. On the Edit Product page, please make the necessary changes.

Edit Product for PCS-0220-0001

Information marked with (*) is mandatory

The screenshot shows the 'Edit Product' form. It has several sections:

- Factory Location ***: A dropdown menu with 'Factory HQ' selected and an 'Add New Factory' button. Below it is a 'View Factory Detail' button.
- Or**: A text label.
- Product Scheme**: A dropdown menu with 'Furniture Products' selected.
- PRODUCT INFORMATION - ANNEX 1 (A)**: A section header.
- Product Type ***: A dropdown menu with 'Loose Furniture' selected.
- Product Category ***: A dropdown menu with 'PERABOT LOGAM' selected.
- Product Name and Code ***: A dropdown menu with 'KABINET BESI BERLACI 4 (L2)' selected.
- Product Standard Info**: A label.
- Information Use ***: A label.

6. Ensure all the changes made are correct and click the **Save** button to apply the changes.

A blue button with a white document icon and the text 'Save'.

- Once saved, the product information will be updated and you will need to re-submit this application once all the amendment has been made.

Product has been updated. Please submit once done. ×

Application : PCS-0220-0001

The screenshot shows the application details page. It has a top navigation bar with tabs: 'Company Profile', 'Product Information', 'Quotations', and 'Action Logs'. The 'Product Information' tab is active. Below the tabs, there are three columns of information:

- Product Scheme Category**: Furniture Products
- Submission Date**: 27/02/2020 12:00 AM
- Application Status**: Require Amendment

 At the bottom, there are two tabs: 'KABINET BESI BERLACI 4 (L2)' and 'KITCHEN CABINET'.

RE-SUBMIT APPLICATION FOR REVIEW

You need to re-submit your application once all the required amendment has been made.

1. Ensure all the **details in both Company Profile and Product Information** tabs are correct.

Application : PCS-0220-0001

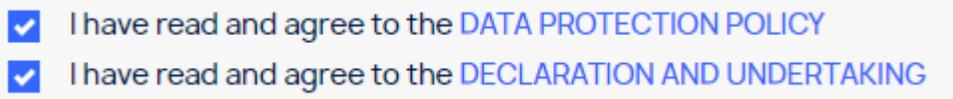


2. In Product Information tab, scroll down to bottom of the page.

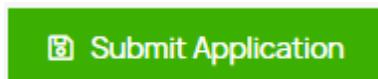
Application : PCS-0220-0001



3. Click the links to read the details on the Data Protection Policy and Declaration of Undertaking
4. **Tick both checkboxes** to declare that you have read and agree to the on the Data Protection Policy and Declaration of Undertaking.



5. Click the **Submit** button to submit the application.



- Your application is now successfully re-submitted with status **Pending Application Review**.

Your application has been submitted. ×

Application : PCS-0220-0001

Company Profile	Product Information	Quotations	Action Logs
Product Scheme Category Furniture Products	Submission Date 27/02/2020 12:00 AM	Application Status Pending Application Review	

VIEW QUOTATION & UPLOAD PROOF OF PAYMENT

VIEW QUOTATION

Once available, you will received similar **email notification** regarding a specific type of quotation:

Quotation for Application Review fees Inbox x



PCS FRIM <pcsfrim@gmail.com>
to me ▾

Dear MUHAMAD SYAUQI BIN JAMIL,

Quotation for **Application Review** fees is ready for your payment. Payment can be made to FRIM through:

- **Cheque payable to "Ketua Pengarah FRIM" and post to the following address:**

Pejabat Perkhidmatan Pensijilan Produk,
Institut Penyelidikan Perhutanan Malaysia (FRIM),
52109, Kepong, Selangor

- **Cheque/Online Transfer to our bank details stated below:**

Bank: CIMB Bank Berhad
Address: No. 4, Jalan 54, Desa Jaya, 52100 Kepong
Account Name: Ketua Pengarah FRIM
Account No.: 80-0266492-4
Swift Code: CIBBMYKL
Agency Name: Institut Penyelidikan Perhutanan Malaysia (FRIM)
Address: 52109 Kepong, Selangor Darul Ehsan

IMPORTANT:

Kindly upload the **proof of payment** into the PCS E-Certification system for us to verify.

Below are the details of the application:

Application ID: PCS-0220-0001
Current Status: **Pending Application Review**
Company Name: SJ TEST 2 (1234567-B)

For more information please login to <https://ecertpcs.frim.gov.my/>

BEST REGARDS,
FRIM PCS TEAM

1. To view the quotation, click **View** on an application with status **Pending Quotation & Payment**.

Manage Application

LIST OF APPLICATIONS					New Application
Application Id	Scheme Cat.	Products	Status		
PCS-0220-0001	Furniture Products	i. KABINET BESI BERLACI 4 (L2) ii. KITCHEN CABINET	i. Pending Quotation and Payment ii. Pending Quotation and Payment		View

2. Click the **Quotations** tab to view the listing of available quotation.

- Refer the [Quotation Types](#) section for details on the type of quotations available.

Application : PCS-0220-0001

Company Profile	Product Information	Quotations	Action Logs
QUOTATION NO	QUOTATION FOR	NET AMOUNT	STATUS
PCS-0220-0001-Q01	Application Review	RM 1,450.00	Pending Payment
View			

3. Click **View** on a Quotation with status **Pending Payment**.

QUOTATION NO	QUOTATION FOR	NET AMOUNT	STATUS
PCS-0220-0001-Q01	Application Review	RM 1,450.00	Pending Payment
View			

4. The quotation details page will appear.

Quotation Details

SJ TEST 2
 111, JALAN TIMUR 3/2X,
 TIMUR @ ENSTEK, BANDAR ENSTEK
 71760, NILAI
 Negeri Sembilan, Malaysia

Quotation No	Quotation For	Quotation Status
PCS-0220-0001-Q01	Application Review	Pending Payment

QUOTATION

DESCRIPTION	QUANTITY	UNIT	EACH COST (RM)	DISCOUNT (RM)	SUB TOTAL (RM)
1. APPLICATION FEE					
(a) First Product	1.00	Days	500.00	0.00	500.00
(b) Additional products with same nace code	2.00	Pcs	150.00	0.00	300.00
Total					800.00
2. AUDIT FEE					
2.1. DOCUMENTATION REVIEW AUDIT					
(a) Auditor (s)	1.00	Days	500.00	0.00	500.00
(b) Incidental Cost	1.00	Days	300.00	150.00	150.00
Total					650.00
Total Amount					1450.00
Tax					0.00
Grand Total					1450.00

- Payment can be made to FRIM through the available channels stated in the provided [email](#). For further information or clarification, please contact FRIM PCS office.

UPLOAD PROOF OF PAYMENT

Please ensure a **Complete Payment** has been made to FRIM before you proceed.

1. At the bottom of the Quotation Details page (with status: Pending Payment), click the **Upload Proof of Payment** button.

Payment On	Proof of Payment	Payment Remarks
-		

[← Back to Application Details](#)
[✓ Upload Proof of Payment](#)

2. You will be directed to the page below.

Pay Quotation

SJ TEST 2
 111, JALAN TIMUR 3/2X,
 TIMUR @ ENSTEK, BANDAR ENSTEK
 71760, NILAI
 Negeri Sembilan, Malaysia

Quotation No	Quotation For	Quotation Status
PCS-0220-0001-Q01	Application Review	Pending Payment

Payment Date *

Proof of Payment *

3. Enter or select the **Payment Date** (DD/MM/YYYY).

Payment Date *

March 2020						
MO	TU	WE	TH	FR	SA	SU
24	25	26	27	28	29	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

23 March 2020

[Update Payment](#)

4. Click the **Upload File** to upload your proof of payment(s). E.g. Maybank2u receipt.

Proof of Payment *

[Upload File](#)

5. You may enter additional information in **Payment Remarks** field. E.g. Receipt Number.

Payment Date *

23/03/2020 

Proof of Payment *

- Maybank2u.com - PCS Payment.pdf 

Upload File

Payment Remarks

Receipt No: 123123123

6. Ensure all details entered are correct and Click **Update Payment** button.

[← Back to Quotation Details](#) [✔ Update Payment](#)

7. Once submitted, a successful notification will appear and the status is now **Pending Verification**

Payment for quotation was updated successfully. 

Quotation Details

SJ TEST 2
 111, JALAN TIMUR 3/2X,
 TIMUR @ ENSTEK, BANDAR ENSTEK
 71760, NILAI
 Negeri Sembilan, Malaysia

Quotation No	Quotation For	Quotation Status
PCS-0220-0001-Q01	Application Review	Pending Verification

CONTRACT & ESTIMATION COST

VIEW CONTRACT

You will need to acknowledge a prepared Contract to proceed into the next process.

1. Click **View** on an application with status “**Contract Prepared**”.

Manage Application

LIST OF APPLICATIONS				New Application
Application Id	Scheme Cat.	Products	Status	
PCS-0220-0001	Furniture Products	i. KABINET BESI BERLACI 4 (L2) ii. KITCHEN CABINET	i. Contract Prepared ii. Contract Prepared	View

2. Click the **Contract Review** tab to view details of the Contract and Cost Estimation.

Application : PCS-0220-0001

Company Profile	Product Information	Quotations	Contract Review	Action Logs		
Scope of Certification Sought						
PRODUCT NAME	FACTORY INFORMATION	STANDARD	NACE			
KABINET BESI BERLACI 4 (L2)	Factory HQ					
KITCHEN CABINET	Factory HQ	• BS EN 14749:2016				
Activity/Process Involved Lorem ipsum activity process		Total Employees ? 150	Accredited * <input type="radio"/> DSM <input checked="" type="radio"/> No			
		Audits Days Required 2	Combined Audit * <input checked="" type="radio"/> Yes <input type="radio"/> No			
Complexity Category of Audit *						
	COMPLEXITY CATEGORY	PRODUCTION & QC KNOWLEDGE	TECHNICAL KNOWLEDGE	APPLICABLE LAWS & REGULATIONS	RISKS OF PRODUCT FAILURE	RISKS TO CONSUMER SAFETY
<input type="radio"/>	LIMITED	Experienced	Partially Experienced	Partially Experienced	Partially Experienced	Partially Experienced
<input type="radio"/>	LOW	Experienced	Partially Experienced	Experienced	Partially Experienced	Partially Experienced
<input checked="" type="radio"/>	MEDIUM	Experienced	Experienced	Experienced	Experienced	Experienced
<input type="radio"/>	HIGH	Experienced	Expert	Experienced	Experienced	Experienced

Cost Estimation**CONTRACT REVIEW AND COSTING FORM**

DESCRIPTION	QUANTITY	UNIT	EACH COST (RM)	DISCOUNT (RM)	SUB TOTAL (RM)
1. APPLICATION FEE					
(a) First Product	1.00	Days	500.00	0.00	500.00
(b) Additional products with same nace code	2.00	Pcs	150.00	0.00	300.00
Total					800.00
2. ANNUAL FEE (RM500 + ADDITIONAL PRODUCTS WITH SAME NACE CODE (+100))					
2.1. 1ST YEAR					
(a) First Product	1.00	Pcs	500.00	0.00	500.00
(b) Additional products with same nace code	1.00	Pcs	100.00	0.00	100.00
Total					600.00
2.2. 2ND YEAR					

- For further information or clarification, please contact FRIM PCS office.

ACKNOWLEDGE CONTRACT

5. OTHER INSPECTION (THROUGHOUT THE YEAR)					
5.1. BATCH INSPECTION					
(a) Auditor	0.00	Pcs	0.00	0.00	0.00
(b) Sticker Cost (RM 0.20 per sticker)	50.00	Pcs	0.20	0.00	10.00
(c) Incidental Cost / Visit	0.00	Pcs	0.00	0.00	0.00
(d) Batch Evaluation	0.00	Pcs	0.00	0.00	0.00
Total					10.00
Total Amount					19900.00
Tax					0.00
Grand Total					19900.00

Contract Acceptance (Client)
 Acknowledge & Submit

pcs.pc.def.my says

Acknowledge this contract?

OK

Cancel

Contract has been reviewed and contract acknowledged. x

Application : PCS-0220-0001

Company Profile

Product Information

Quotations

Contract Review

Action Logs

Scope of Certification Sought

DOCUMENTATION REVIEW

SUBMIT ISSUES OF CONCERN (IF REQUIRED)

EVALUATION AUDIT

SUBMIT NCR RESPONSE (IF REQUIRED)

PRODUCT TESTING

REQUEST SAMPLE TESTING

PRODUCT STICKERS

UPDATE STICKER DISTRIBUTION