Certification of Local Construction Product & Material (CCPM)

Applicant User Manual

Ver 1.1

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Login Screen

- Existing Users can enter user id and password to login. New Users must register an account with system before preceding the certification of local construction product and material. For new Users, click on Register As New User to create new account and register Company.

Figure 1.0: CCPM Login Screen
1.1 Forgot ID/Password

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

Figure 1.1: CCPM Password Recovery Screen
2.0 CCPM Account Registration (Register as New User)

2.1 Login Information

- Enter required login information
- Click on **Check Availability** to check if Login ID (Username) is available. If not available, enter another new login ID.
- If Login Id is available, a remark highlighted in green will display, indicating Login Id. is valid:
  
  Your Login ID is available.

- If Login Id. already has an account that exist with CCPM, the following remark will display in red:
  
  This Login ID is not available.

- Click on **Next**. Under Login Tab, the login details are displayed and are editable. You can also change the Password.
2.2 Company Information

![Figure 2.2: CCPM Account Registration - Company Information Screen](image)

- Enter mandatory details for Company Information (as indicated with *).
- Click on **Reset** to reset all the fields.
- Click on **Next** to save the company information and proceed to Registration factory Information.
2.3 Factory Information

![CCPM Account Registration - Factory Information Screen](image)

- Enter mandatory details for Factory Information (as indicated with *).
- Click on **Reset** to reset all the fields.
- Click on **Save** to save the factory information. Users also can register another factory (Can have multiple factory).
- Click on the factory’s list to update the saved factory information.
2.4 Supporting Document

**Figure 2.4.1: CCPM Account Registration - Listing Required Supporting Document Screen**

- Only required at least one from the supporting document listing and can attach multiple attachments.
- Click on Attach to attach the related supporting document.
- After successfully attach the related supporting document, the system will display the listing current attached document.

**Figure 2.4.2: CCPM Account Registration - Attached Supporting Document Screen**

- Click on View to view the current attached document.
- Click on Delete to delete the current attached document.
2.5 Declaration

Figure 2.5.1: CCPM Account Registration - Declaration Screen

- Complete the CCPM Account Registration by checking "I hereby declare all the information provided in the application are true and correct" to confirm information on screen. Click on Submit to Submit registration.
- Upon submission, Application Status will display as 'Awaiting Email Verification'.

- An email notification requesting for account activation will be sent to User's correspondence email. User must view email and click on Activate to validate authenticity of correspondence email provided earlier.
- User will automatically be directed to client screen.
- Application Status will display as 'Application Awaiting Verification & Approval'. CIDB will proceed to Verify and Approve account registration.

- Once account registration is Approved by CIDB, User's account will be activated and User will be notified via email. Proceed to login to CCPM with Username and Password created.
3.0 Menu Bar

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

<table>
<thead>
<tr>
<th>Application Records</th>
<th>New Application</th>
<th>Company Profile</th>
<th>User Manual/FAQ</th>
</tr>
</thead>
</table>

- The Menu Bar above is explained as follows :-
  a) Application Records: List of applications created / submitted.
  b) New Application: CCPM Application Form.
  c) Company Profile: Company, Factory, User Information displayed.
  d) User Profile: List of users and their information displayed.
4.0 CCPM Application Form

The CCPM Application Form is used to apply for Certification of Local Construction Product & Material. This Form consists of the following sections to be filled by user :-

4.1 New Application Form

4.1.1 Company and Inspection Information

- Select Factory Name where inspection is to be processed (mandatory).
- Enter propose data and select time for inspection (mandatory). Inspection date propose have to be more than 2 weeks from the apply date.
- Click on 'Save' to save changes.
- Application Status is displayed as: 'Draft Application. Awaiting Submission'.

Figure 4.1.1: CCPM Application Form Applicant and Inspection Information
Status of application changes according to different processing stage of application. Check the status of application regularly.

### 4.1.2 Product Information

![Figure 4.1.2.1: CCPM Application Form Product Information](image)

- Enter mandatory details for product certificates Information (as indicated with *).
- Select product category and select product name.
- Enter estimate quantity in one year
- Click on **Add** to save product information.
- The saved product information will display in table (grid view) form as shown below

![Figure 4.1.2.2: List of saved product information](image)

- Click on each row on the table to view and edit details of each product.
- Click on **Remove** to delete the current product information
4.1.3 Model / Size Information

- Click on Model / Size on the listing saved product information for add the model / size / brand of product.
- A popup window will appear as shown below. Enter the Model / Size / Brand information for selected product and click on Add to save the Model / Size / Brand information.

![Figure 4.1.3.1: CCPM Application Form Model / Size Information](image)

- The saved Model / Size / Brand information will display in table (grid view) form as shown below.

![Figure 4.1.3.2: List of saved Model / Size information](image)

- Click on each row on the table to view and edit details of each product – Update or delete. (Row is highlighted in blue when clicked).
- Click on Delete to delete the selected Model / Size / Brand information. (After select one of listing record).
- Click on Reset to reset all the fields.
- Click on Close to close the modal popup.
4.1.4 Supporting Document

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

<table>
<thead>
<tr>
<th>No.</th>
<th>Document Description</th>
<th>Issue Date</th>
<th>Date of Issue</th>
<th>Date of Renewal</th>
<th>Date of Expiry</th>
<th>Attach</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Copy of License to Operate</td>
<td>12/Jan/2012</td>
<td>12/Jan/2012</td>
<td>12/Jan/2013</td>
<td>12/Jan/2013</td>
<td>Attach</td>
</tr>
<tr>
<td>3</td>
<td>Copy of License to Operate</td>
<td>12/Jan/2012</td>
<td>12/Jan/2012</td>
<td>12/Jan/2013</td>
<td>12/Jan/2013</td>
<td>Attach</td>
</tr>
</tbody>
</table>

**Figure 4.1.4.1: Consignment Test Application Form Document Attachment**

- Only requires at least one from the supporting document listing for copy of Company Registration.
- Required attach the entire product certificate in product listing in table (grid view).

4.1.5 Declaration

- Complete the CCPM 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 Submit 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.)
• User must regularly check their email for notifications (Application Summary) or login to system and check for application status updates.
• Once completed submit application, user can make payment for this application

4.2 Additional Application Form

• Additional applications can only be made after the application has been approved and current CIDB certificate must be valid for more than two months from the expiry date.

![Figure 4.2.1: Add New Model/Size Main Screen](image)

- Click on **Add New Model/Size** to add new Model / Size in the current application
- Modal popup confirmation will appear to make confirmation that applicant sure to add new Model / Size

![Figure 4.2.1: Modal popup confirmation Add new Model / Size Screen](image)

- If Applicant clicks on **Confirm**, Application moves to draft status.
- Enter the propose date and time for inspection (Mandatory). Inspection date propose have to be more than 2 weeks from the apply date.
- Applicant can add the new product information (new OGA Certificate) if have new product or can add new model / size at existing product.
- Applicant can’t remove or delete the existing product and Model / Size information
- Attach the latest OGA certificate for entire new product or Model / Size.
Complete the CCPM Additional 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 **Submit** 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).

User must regularly check their email for notifications (Application Summary) or login to system and check for application status updates.

Once completed submit application, user can make payment for this application.
4.3 Renewal Application Form

- Renewal Application can only be made after the application has been approved and current CIDB certificate must be less than two months from the expiry date.

![Renewal Application Main Screen](image)

**Figure 4.3.1: Renewal Application Main Screen**

- Click on ** Renew CIDB Certificate ** to renew the current application
- Enter the propose date and time for inspection (Mandatory). Inspection date propose have to be more than 2 weeks from the apply date.
  
  If no additional product or Model / Size, applicant can tick ‘Renewal only (No new additional items) and no need to enter propose date and time for inspection.

- Applicant need to update the all OGA certificate information with the new issue date & expiry date and enter the estimated quantity and actual quantity.
- Applicant can remove any existing product or model/size at this time
- Applicant can add new product or model/size during renewal
- Attach the latest copy of Company Registration and OGA certificate for entire product.
- Enter Applicant Name (name of person filling in application form details) and IC No, and click on ** Submit ** 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).
- User must regularly check their email for notifications (Application Summary) or login to system and check for application status updates.
- Once completed submit application, user can make payment for this application.
4.4 CIDB Certificate Notification Letter

- Once the application in approved by CIDB, applicant will received an email including the link to view the CIDB Certificate Notification Letter.

![CIDB Certificate Notification Main Screen](image)

**Figure 4.3.1: CIDB Certificate Notification Main Screen**

- Applicant also can login to system and Click on **CIDB Certificate Notification Letter** to view the CIDB Certificate Notification Letter
- Print the CIDB Certificate Notification Letter and bring this hard copy to CIDB counter to collect the Original CIDB Certificate for approved application
4.5 Rejected Application – Edit and re-submit Application for Approval

- If the application is rejected by CIDB, applicant will receive an email notification with application status as rejected and a request to edit application and resubmit for Approval again.
- Applicant can login to system, and select the rejected application. Rejected applications are open to edit for re-submission.

Figure 4.3.2: Rejected Application Folder

- Applicant can proceed to edit the Product information accordingly. Once done, proceed to Declaration Tab, enter Applicant Name and IC No. / Passport No. and click Submit to re-submit application for Approval.

Figure 4.3.3: Application re-submission
5.0 Payment

- Applicant can make payment via ePayment or manual payment (make payment at CIDB counter)

5.1 ePayment

**Figure 5.1.1: Payment Screen**

- Step:
  1. Select ePayment on Screen and click “Submit” Button
     *Notes: Don’t close or refresh the current screen until the payment transaction successful*
  2. Choose either make Payment through Credit Card or Financial Process Exchange

**Figure 5.1.2: Selection Transaction Type Screen**
5.1.1 Credit Card

a) Select credit card type (Visa or MasterCard) as shown at Figure 5.1.1(a)

![Figure 5.1.1(a): Selection Credit Card Type Screen](image)

b) Enter required field and click “Pay” Button

![Figure 5.1.1(b): Credit Card Information Screen](image)
5.1.2 Financial Process Exchange

a) Select Retail / Corporate internet banking and click “Agree and Continue” Button

Figure 5.1.2(a): Selection Retail / Corporate Internet Banking Screen

b) The selected bank Online Banking website should appear on screen

c) Proceed with the login and payment.

d) Once the payment process complete, the next screen should appear.

e) Click “Click Here to Complete Your Transaction” to confirm and complete the transaction.

Figure 5.1.2(d): Transaction Status Information Screen
5.2 Manual Payment

Step:
1. Print the Application Summary and bring this hardcopy to CIDB counter
   - Click the “Payment Slip” button under payment tab to view and print the application summary
2. After payment done, login into CCPM System web site and go to CCPM application that under awaiting payment.
3. Choose the manual payment in payment tab and Applicant will need to enter CIDB receipt no. given by CIDB counter into the system.

4. Click on Submit to submit the payment information.
5. Receipt no. will also be validated with the existing receipt no in CCPM. Will only accept if receipt no. do not exist in CCPM
6. If this information is accepted, CCPM application move to “In process Status” and the CIDB officer will process this application
6.0 List of Applications and Application Status

- This screen displays the list of Applications submitted by applicant and application status.
- Click on [DRAFT_CIDB000115] 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 6.0: CCPM Application List Main Screen

<table>
<thead>
<tr>
<th>Application Records</th>
<th>New Application</th>
<th>Company Profile</th>
<th>User Manual/FAQ</th>
</tr>
</thead>
</table>

#### Application Search

<table>
<thead>
<tr>
<th>Application List</th>
</tr>
</thead>
<tbody>
<tr>
<td>No.</td>
</tr>
<tr>
<td>-----</td>
</tr>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

#### Application Form

<table>
<thead>
<tr>
<th>Application Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job No.</td>
</tr>
<tr>
<td>DRIF_CIDB000115</td>
</tr>
</tbody>
</table>

### Figure 6.1: e-CEE Application List Main Screen

<table>
<thead>
<tr>
<th>Status / Processing Stage</th>
<th>Application Status (Description)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft</td>
<td>Draft Application. Awaiting Submission</td>
</tr>
<tr>
<td></td>
<td>Applications that are not submitted yet and are still editable. Applicant can click on Job No (e.g. [DRAFT_CIDB000115]) to edit application details before submission.</td>
</tr>
<tr>
<td>Awaiting Payment</td>
<td>Awaiting Payment</td>
</tr>
<tr>
<td></td>
<td>Application already submitted and cannot be edited. Applicant can click on Job No (e.g. [DRAFT_CIDB000115]) to make payment through ePayment or manual payment.</td>
</tr>
<tr>
<td>In Process</td>
<td>a) New Incoming Application. Awaiting Document Verification</td>
</tr>
<tr>
<td></td>
<td>Application is currently being processed by CIDB for document verification</td>
</tr>
<tr>
<td></td>
<td>b) Awaiting Scheduling</td>
</tr>
<tr>
<td></td>
<td>Application is currently being processed by CIDB for scheduling to set date and time for verification.</td>
</tr>
<tr>
<td></td>
<td>c) Awaiting Verification</td>
</tr>
<tr>
<td></td>
<td>Application is currently being processed by CIDB for verification at applicant's factory Awaiting Verification Results Review</td>
</tr>
<tr>
<td></td>
<td>Application is currently being processed by CIDB for verification result review.</td>
</tr>
<tr>
<td></td>
<td>d) Awaiting Approval</td>
</tr>
<tr>
<td></td>
<td>Application is currently being processed by CIDB for Approval</td>
</tr>
<tr>
<td>Approved Application</td>
<td>Application Approved</td>
</tr>
<tr>
<td></td>
<td>Application already approve by CIDB and applicant can view the CIDB Certificate Notification Letter</td>
</tr>
<tr>
<td>Rejected Application</td>
<td>Application Rejected</td>
</tr>
<tr>
<td></td>
<td>Applications already reject by CIDB and applicant must update this rejected application and make new payment.</td>
</tr>
</tbody>
</table>
7.0 Search

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

![Search Screen]

*Figure 7.0: Search Screen*

- Client can search based on Job No, Entry Date, Category, and Status.
8.0 Company Profile

- This screen allows applicant to view company information including the existing factory and user information.

![Company Information Screen](image1)

**Figure 6.1: Company Information Screen**

- Applicant can edit or add new factory.
- Enter mandatory details for Factory Information (as indicated with *).
- Click on **Save** to save factory information
- Click on **Reset** to reset all the fields.
- Click on Factory (row) to view and edit its details.

**Figure 6.3: User Information Screen**

- Click on User (Row) to view and edit its details.
- Enter mandatory details for User Information (as indicated with *).
- Click on **Add** to Add new user.
- Click on **Reset** to reset all the fields.
- Click on **Search** to search the user information.