

VERSION [2.0]
JANUARY 1, 2023



SYSTEM OPERATION MANUAL

MYTMS

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1 GENERAL INFORMATION

1.1 SYSTEM OVERVIEW

The Testing Management System (MyTMS) is a web-based Online Application System designed to manage the online application and processing of application for Testing Services. This manual explains the usage of this system.

1.2 ORGANIZATION OF MANUAL

This manual is divided into the following menus:

- 1) Home
- 2) Enquiry
- 3) Job
- 4) Payment
- 5) Consultant

1.3 MYTMS REGISTRATION

- 1) User can access MyTMS through the given URL: <https://mytms.sirim.my>
- 2) User needs to login into the system by their registered E-Mail ID and Password.

NOTE: Kindly use new modern browser such as Google Chrome or Mozilla Firefox to access into MyTMS.

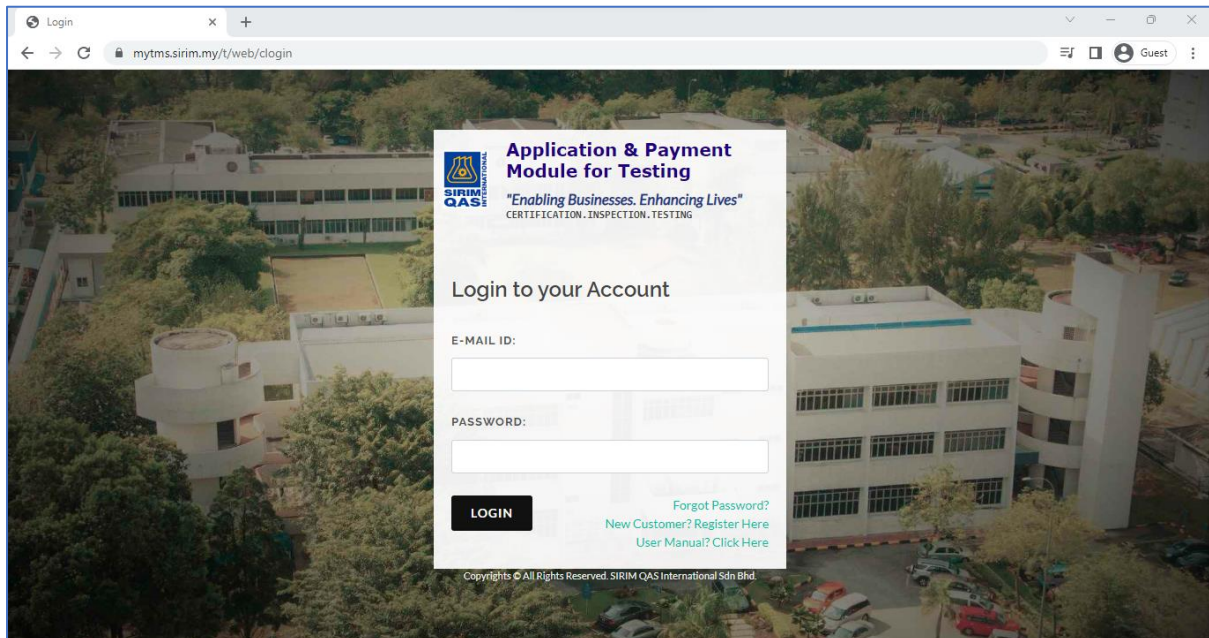



Figure 1: MyTMS Login Page Registration

- 3) Otherwise, user needs to register by clicking on the “New Customer? Register Here” link and the system will direct to New Customer Registration page as below:



**Application & Payment
Module for Testing**
"Enabling Businesses, Enhancing Lives"
CERTIFICATION, INSPECTION, TESTING

New Customer Registration

- Please fill in all the required fields (*)
- Please minimize the usage of Special Characters
- Please fill in the registration correctly. The details will be used for billing and test report issuance

*TYPE:

Please Select

*ROC NO.:

CHECK SSM

Please check your company information at SSM Website and use the exact Company Name to register here. Thank you for your cooperation.

*COMPANY NAME:

Please use the exact Company Name as per registered at SSM Website

*ADDRESS:

*POSTCODE:

*CITY:

*STATE:

*COUNTRY:

Please Select

*CONTACT PERSON:

DESIGNATION:

*CONTACT NO:


FAX NO:

*E-MAIL (CASE SENSITIVE):

This E-mail will be used for Login ID and TEST REPORT Issuance

*CHOOSE PASSWORD:

*RE-ENTER PASSWORD:

☐ I'm not a robot
 

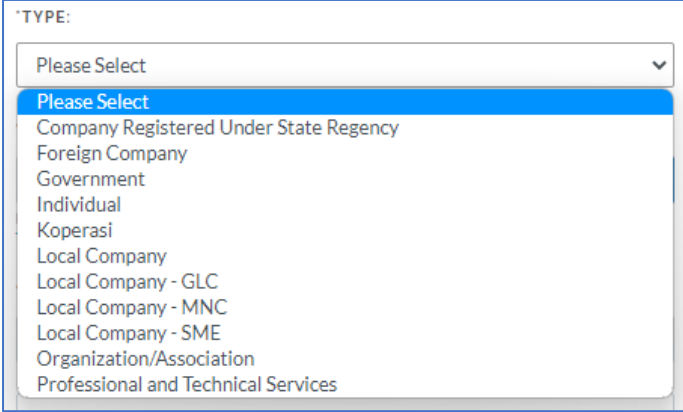
REGISTER NOW

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[Terms of Use](#) / [Privacy Policy](#)

cserviceqas@sirim.my • +60-3-5544-6400

Figure 2: New Customer Registration Page

- 4) User needs to fill in all the required details and click on **REGISTER NOW** button to submit.
- 5) For MyTMS Enhancement, user can select the type of company to be registered from the given dropdown list:



The screenshot shows a dropdown menu titled 'TYPE:'. The menu is open, displaying a list of options. The first option is 'Please Select'. Below it are the following options: 'Company Registered Under State Regency', 'Foreign Company', 'Government', 'Individual', 'Koperasi', 'Local Company', 'Local Company - GLC', 'Local Company - MNC', 'Local Company - SME', 'Organization/Association', and 'Professional and Technical Services'.

Figure 3: Type of Company

NOTE: Recommended for Malaysia Register Company to key-in the ROC No. & Company Name followed by SSM details. To check with SSM you can click on **CHECK SSM** button or enter the URL <https://www.mydata-ssm.com.my>

The ROC No. refers to the company registration number.

- 6) After user has submit the registration form, user will receive an activation link through the registered E-Mail.

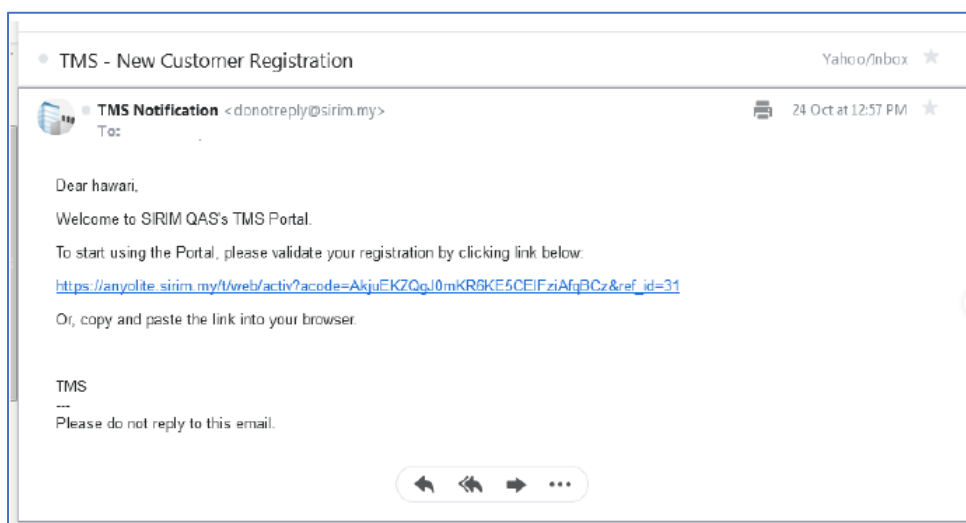


Figure 4: E-Mail Activation Link

NOTE: Click or “Copy & Paste + ENTER” the URL link into browser and the registration process is done.

1.4 MYTMS LOGIN

- 1) If user already registered in MyTMS, user need to enter the valid E-Mail ID and Password on the login page.

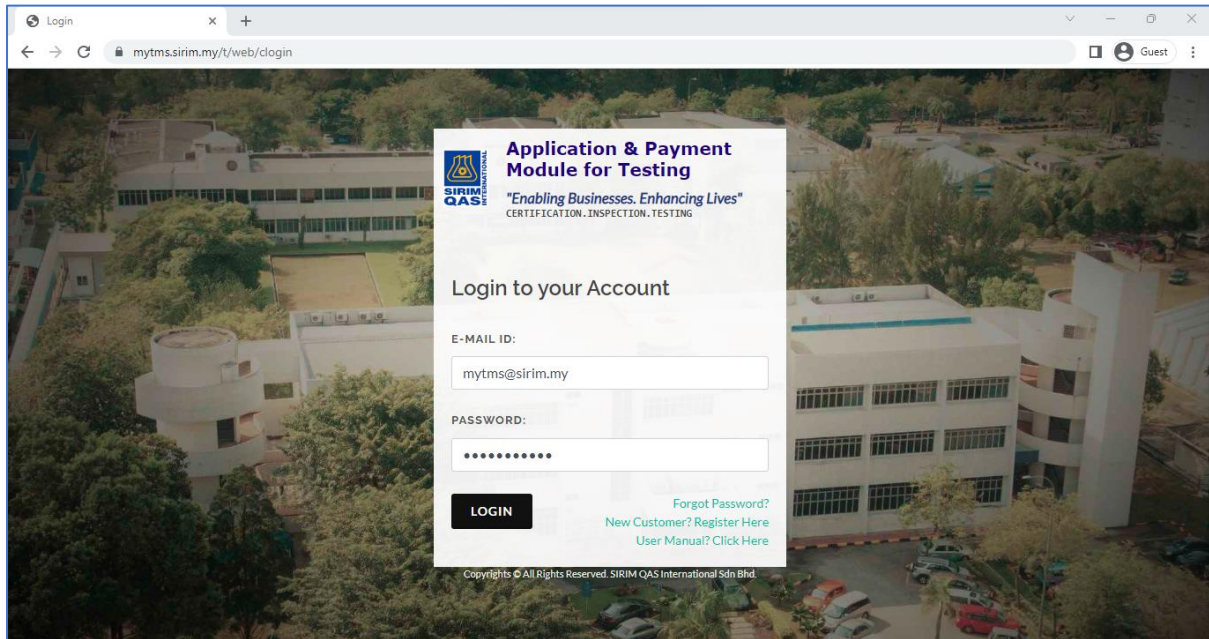


Figure 5: MyTMS Login Page

- 2) In case of forgot password, user can reset their password by clicking on “Forgot Password?” link and the system will display the below page:

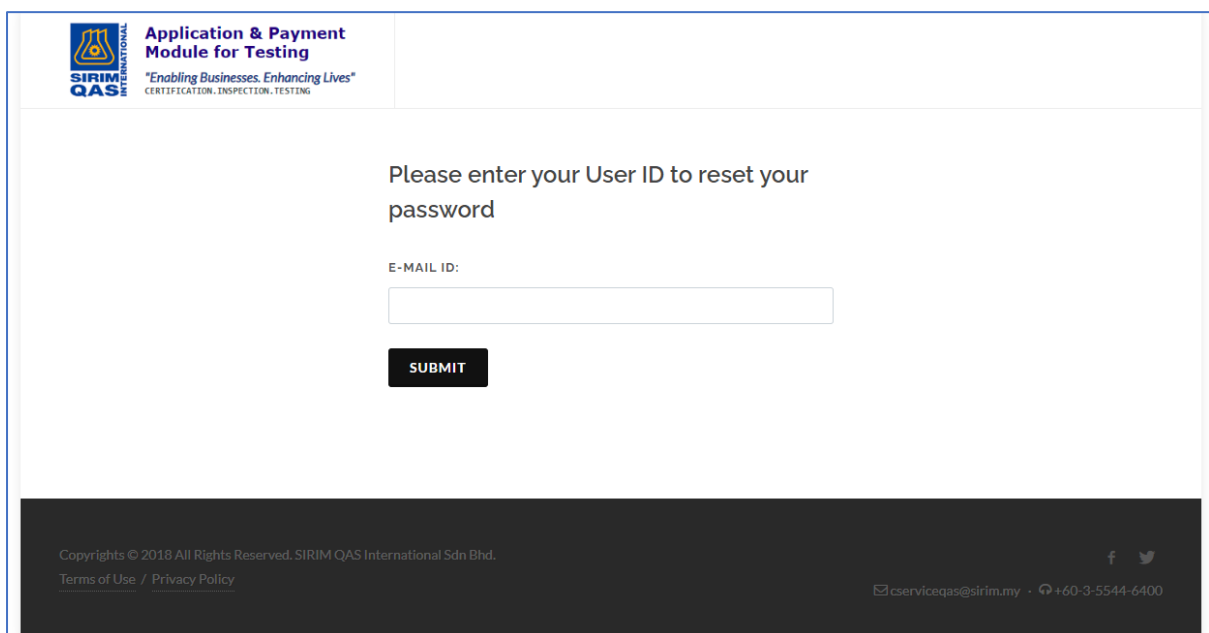
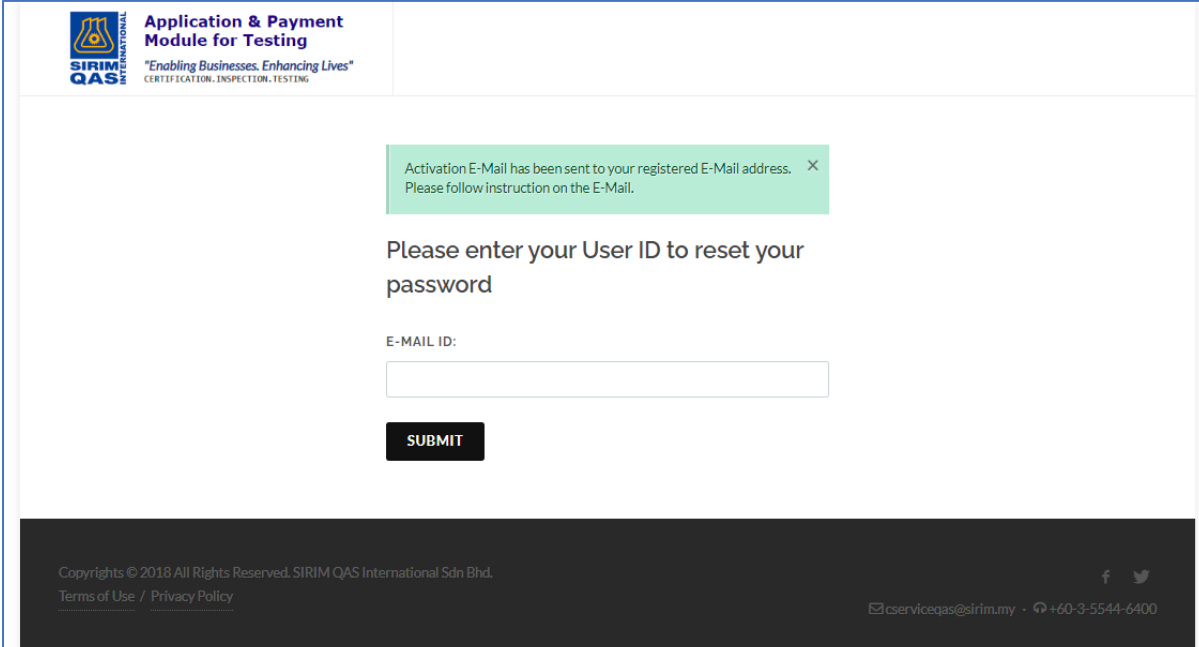


Figure 6: Forgot Password (Enter E-Mail ID)

- 3) User need to enter their registered E-Mail ID and click on **SUBMIT** button to submit. Once submitted, a success message will appear on the screen.



The screenshot shows the 'Application & Payment Module for Testing' interface. At the top left is the SIRIM QAS International logo with the tagline 'Enabling Businesses. Enhancing Lives.' and 'CERTIFICATION. INSPECTION. TESTING'. A green success message box states: 'Activation E-Mail has been sent to your registered E-Mail address. Please follow instruction on the E-Mail.' Below this, the text 'Please enter your User ID to reset your password' is displayed. There is an input field for 'E-MAIL ID:' and a 'SUBMIT' button. The footer contains copyright information for SIRIM QAS International Sdn Bhd. (© 2018), terms of use, privacy policy, and contact details for cserviceqas@sirim.my and +60-3-5544-6400.

Figure 7: Forgot Password (Success Message)

- 4) An E-Mail contains the activation link will be sent to the registered E-Mail address.

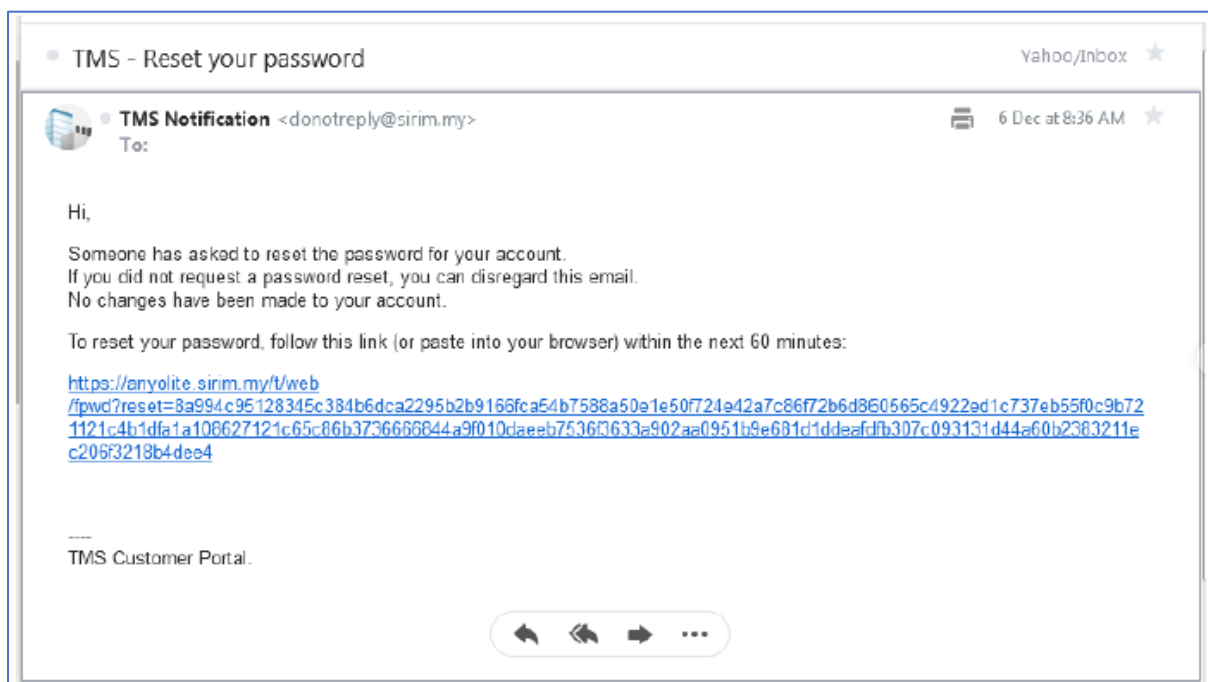
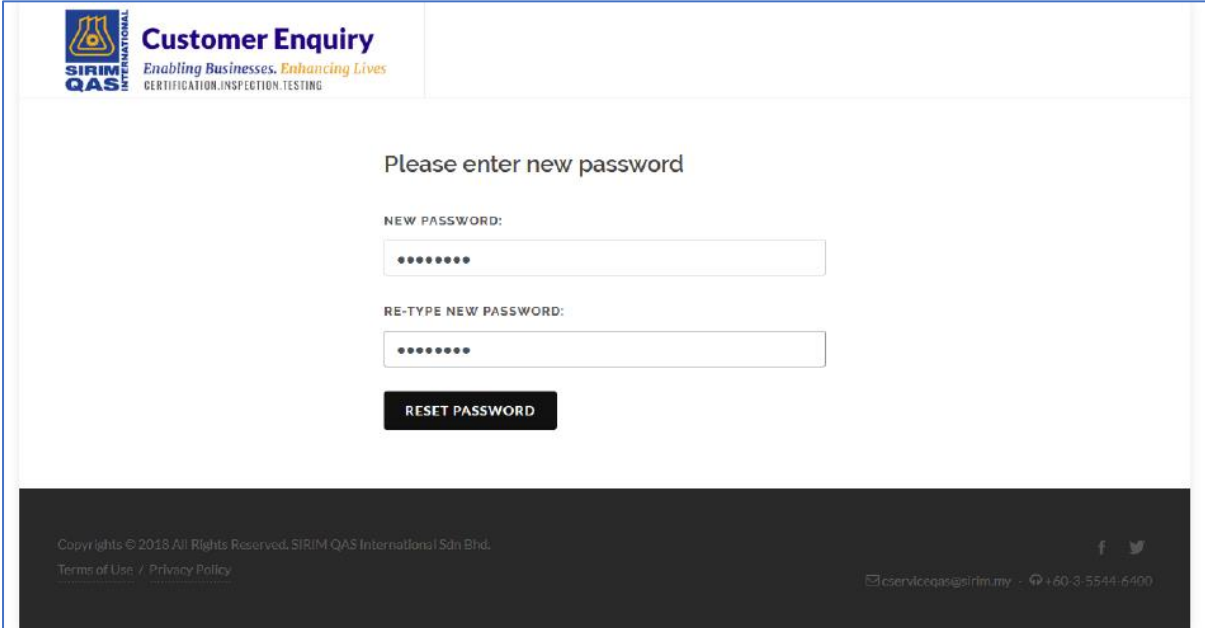


Figure 8: Forgot Password (Activation Link)


- 5) The below page will be displayed once the user clicks on the activation link and user will need to enter the new Password (*Min. 8 characters*).



The screenshot shows a web page for SIRIM QAS International. The header includes the SIRIM QAS logo and the text "Customer Enquiry" with the tagline "Enabling Businesses. Enhancing Lives" and "CERTIFICATION. INSPECTION. TESTING". The main content area is titled "Please enter new password" and contains two input fields: "NEW PASSWORD:" and "RE-TYPE NEW PASSWORD:". Both fields are masked with dots. Below the fields is a "RESET PASSWORD" button. The footer contains copyright information: "Copyrights © 2018 All Rights Reserved, SIRIM QAS International Sdn Bhd.", links for "Terms of Use / Privacy Policy", and contact information: "cserviceqas@sirim.my" and "+60 3 5544 6400".

Figure 9: Forgot Password (Enter New Password)

6) Once user has successfully login into MyTMS, a dashboard will be displayed:



**Application & Payment
Module for Testing**
"Enabling Businesses. Enhancing Lives"
CERTIFICATION, INSPECTION, TESTING

[HOME](#)
[ENQUIRY](#)
[JOB](#)
[PAYMENT](#)
[CONSULTANT](#)
[LOGOUT](#)

DASHBOARD

Home / Dashboard

Hi, Good Day ANITA MARZUKI!
SIRIM QAS INTERNATIONAL SDN. BHD.

Top 5 Latest Enquiry

Product	Status
Test	PROCEED QUOTATION
TEST	PROCEED QUOTATION
FIRE BLANKET	QUOTATION READY
Fan	NEW
PCID-Test edit	NEW

[SEE ALL](#)
[CREATE NEW](#)

Top 5 Latest Job

Job No	Product	Status
J20221420731	Rice Cooker	Application Created
J20221410168	TEST LAMP	Application Created
J20202130053	SIRIM TESTING FOR AIR-COND	Completed
J20202130052	SIRIM TESTING FOR AIR-COND	Completed
J20202130044	Testing New Trx (Different company agent & consultant)	Completed

[SEE ALL](#)

Top 5 Latest Receipt

Job No	Payer	Receipt No
J20221420731	SIRIM BERHAD (HAWARI HAMID)	32407T
J20221410168	SIRIM BERHAD (HAWARI HAMID)	32338T
J20202130053	SIRIM BERHAD (HAWARI HAMID)	16260T
J20202130052	SIRIM BERHAD (HAWARI HAMID)	16203T
J20202130044	SIRIM QAS INTERNATIONAL SDN. BHD. (ANITA MARZUKI)	16048T

[SEE ALL](#)

Top 5 Latest Payment

Order No	Amount (MYR)	Status
TMS202200644	2.10	FAILED
TMS202200643	2.10	FAILED
TMS202200637	2.10	FAILED
TMS202200635	2.10	FAILED
TMS202200634	2.10	FAILED

[SEE ALL](#)

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[cserviceqas@sirim.my](#) · +60-3-5544-6400

Figure 10: MyTMS Dashboard

2 MENUS

2.1 HOME

2.1.1 Customer Dashboard

Customer Dashboard displays the summary view of Enquiry, Job, Receipt and Payment. It also consists of all menus that are available in MyTMS in order for the user to easily navigate through each page. The current & latest transaction or activities will be displayed in the Dashboard.

Navigation to Page

MENU: HOME > CUSTOMER DASHBOARD

Below is the page:

The screenshot displays the MyTMS Customer Dashboard (Home) interface. At the top, there is a navigation bar with the Sirim QAS International logo and the text "Application & Payment Module for Testing". The main header area includes the title "DASHBOARD" and a breadcrumb trail "Home / Dashboard". A welcome message "Hi, Good Day ANITA MARZUKI! SIRIM QAS INTERNATIONAL SDN. BHD." is shown in a light blue box. The dashboard is divided into four main sections, each with a table of recent transactions and a "SEE ALL" button.

Top 5 Latest Enquiry

Product	Status
Test	PROCEED QUOTATION
TEST	PROCEED QUOTATION
FIRE BLANKET	QUOTATION READY
Fan	NEW
PCID-Test edit	NEW

[SEE ALL](#) [CREATE NEW](#)

Top 5 Latest Job

Job No	Product	Status
J20221420731	Rice Cooker	Application Created
J20221410168	TEST LAMP	Application Created
J20202130053	SIRIM TESTING FOR AIR-COND	Completed
J20202130052	SIRIM TESTING FOR AIR-COND	Completed
J20202130044	Testing New Trx (Different company agent & consultant)	Completed

[SEE ALL](#)

Top 5 Latest Receipt

Job No	Payer	Receipt No
J20221420731	SIRIM BERHAD (HAWARI HAMID)	32407T
J20221410168	SIRIM BERHAD (HAWARI HAMID)	32338T
J20202130053	SIRIM BERHAD (HAWARI HAMID)	16260T
J20202130052	SIRIM BERHAD (HAWARI HAMID)	16203T
J20202130044	SIRIM QAS INTERNATIONAL SDN. BHD. (ANITA MARZUKI)	16048T

[SEE ALL](#)

Top 5 Latest Payment

Order No	Amount (MYR)	Status
TMS202200644	2.10	FAILED
TMS202200643	2.10	FAILED
TMS202200637	2.10	FAILED
TMS202200635	2.10	FAILED
TMS202200634	2.10	FAILED

[SEE ALL](#)

Figure 11: MyTMS Dashboard (Home)

Input(s) Explanation

Input	Description
Dashboard	Displays all available menus in MyTMS which includes Home, Enquiry, Job, Payment and Consultant
Latest Enquiry	Displays the top 5 list of the latest Enquiry where the user can create new enquiry directly from the dashboard
Latest Job	Displays the top 5 list of the latest Job
Latest Receipt	Displays the top 5 list of the latest Receipt
Latest Payment	Displays the top 5 list of the latest Payment

2.1.2 Manage Address

This function is for the user to manage address where the user can view the list of address, add a new address, set the billing address and test report address and modify/edit the address.

Navigation to Page

MENU: HOME > MANAGE ADDRESS

Below is the page:

MANAGE ADDRESS

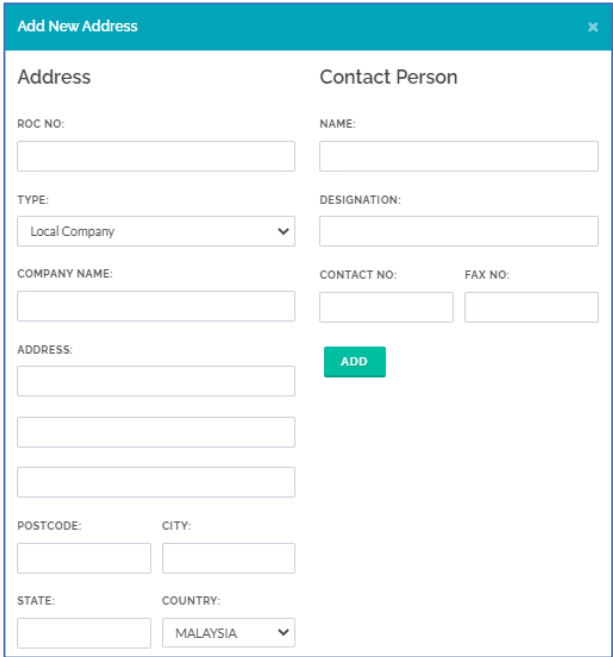
Home / Manage Address

ROC No	Company Name	Address	Contact Person	Status	Action
410334-X	SIRIM QAS INTERNATIONAL SDN. BHD.	No 1, Persiaran Dato' Menteri, P.O.Box 7035, Seksyen 2, 40700 SHAH ALAM SELANGOR, MALAYSIA	ANITA MARZUKI 0192885123	VERIFIED	<div>SET AS BILLING ADDRESS</div> <div>SET AS TEST REPORT ADDRESS</div>
367474-V	SIRIM BERHAD	Block 8, Seksyen Perolehan, Pengurusan Aset & ICT No 1, Persiaran Dato' Menteri, P.O.Box 7035, Seksyen 2, 40700 SHAH ALAM SELANGOR, MALAYSIA	HAWARI HAMID 0355446812	VERIFIED	<div>BILLING ADDRESS</div> <div>TEST REPORT ADDRESS</div>
367474-V	SIRIM BHD	seksyen 7 40000 SHAH ALAM SELANGOR, MALAYSIA	MUHAMMAD RIDHUAN 0197060658	NOT VERIFIED	
1142431-W	KHIAP HUAT RESOURCES SDN BHD	LOT 6528, KAWASAN A, JALAN SUNGAI BATU 6/KU6, KAWASAN PERINDUSTRIAN KLANG UTAMA, KLANG 42200 KLANG SELANGOR DARUL EHSAN, MALAYSIA	ABDUL MUTALIB WAHAB 016-2630266	VERIFIED	<div>SET AS BILLING ADDRESS</div> <div>SET AS TEST REPORT ADDRESS</div>
410334-X	SIRIM QAS	XXXX 123456 SHAH ALAM SELANGOR, MALAYSIA	NOR 0182	NOT VERIFIED	<div>MODIFY</div>

ADD NEW ADDRESS

Figure 12: Manage Address

Input(s) Explanation

Input	Description
<p>Add New Address</p> <p>ADD NEW ADDRESS</p>	<p>To add a new address to the list. A modal will be displayed on the screen and user need to fill in all the details as below:</p>  <p>NOTE: You can add or create different address (e.g., Branches address). These verified Company Name & Address will be displayed in Receipt & Invoice.</p> <p>Your details will be verified by our finance department in order to proceed with online payment.</p> <p>This verification process may take some time in order to validate with our Customer Database. This validation is 1 time only if there's no changes on the Company Details & Address.</p>
<p>Set as Billing Address</p> <p>SET AS BILLING ADDRESS</p>	<p>To set the selected address as the Billing Address</p>
<p>Set as Test Report Address</p> <p>SET AS TEST REPORT ADDRESS</p>	<p>To set the selected address as the Test Report Address</p>
<p>Modify</p> <p>MODIFY</p>	<p>To edit/update the details of the selected address</p> <p>NOTE: You can edit/update your company details for 2nd address and if the status still "Not Verified"</p>
<p>Status</p>	<p>Displays the status of the address which consist of:</p> <ul style="list-style-type: none"> i) Verified ii) Not Verified iii) Billing Address iv) Test Report Address

2.2 ENQUIRY

2.2.1 Create New Enquiry

This function is for the user to create a new Enquiry where user is required to complete the Enquiry Form with the related details/information. The Enquiry Form contains several parts which are Enquiry, Manufacturer Information, Product Information, Terms & Conditions. The page also includes the progress bar at the top of the page to shows the current navigation page.

Navigation to Page



MENU: ENQUIRY > CREATE NEW ENQUIRY

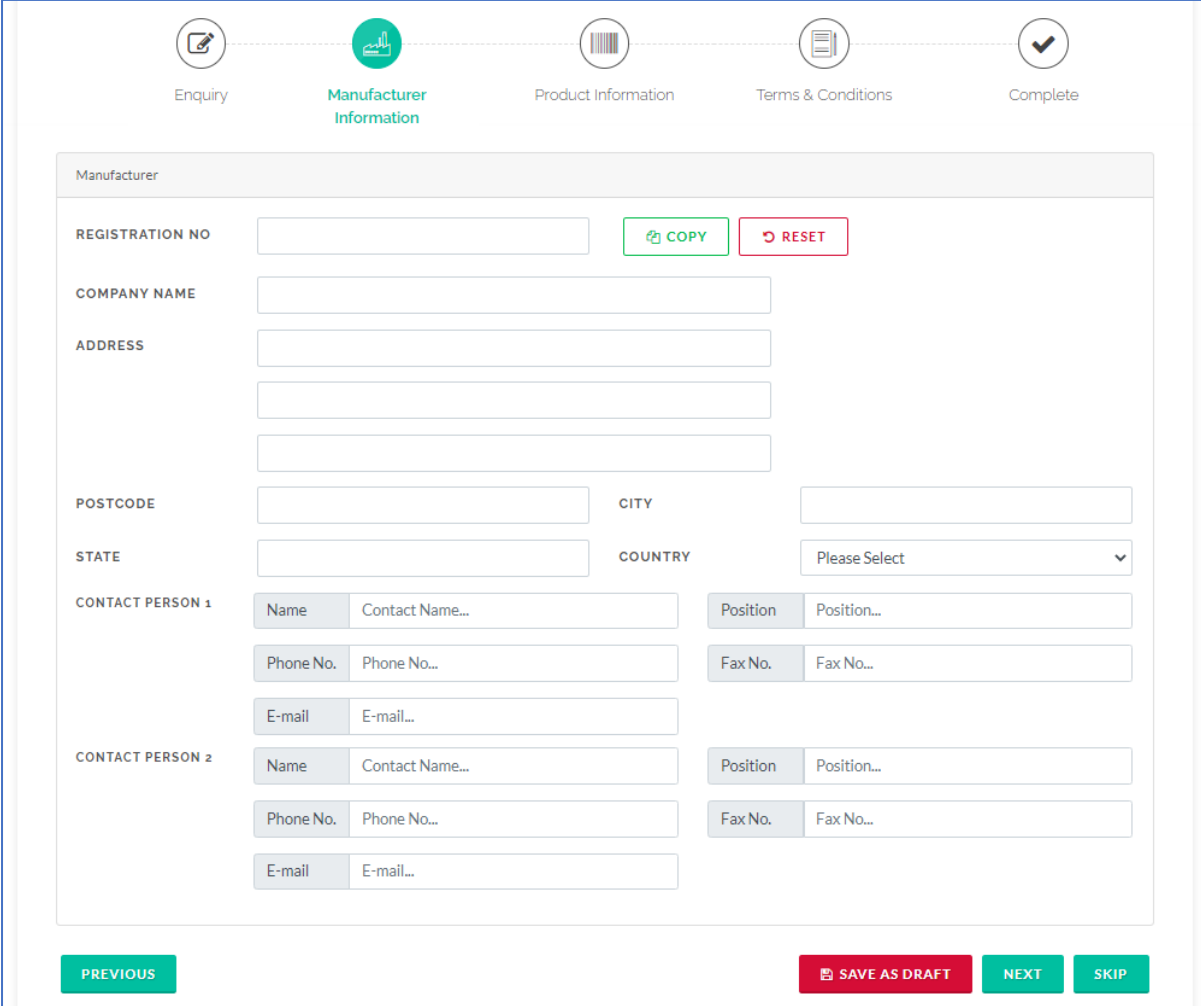
Below is the page:

Figure 13: Enquiry Form (Enquiry)

- 1) User need to fill in all the details of the Enquiry and click on **NEXT** button to proceed with Manufacturer Information.

NOTE: Asterisk (*) indicates the mandatory field.

- 2) Then, user need to fill in the details of the manufacturer (if applicable). If user click on  button, the manufacturer information will automatically filled with the previous selected address. User can clear all the information by click on  button.



The screenshot displays the 'Manufacturer Information' form within a multi-step process. The steps are: Enquiry, **Manufacturer Information**, Product Information, Terms & Conditions, and Complete. The form is titled 'Manufacturer' and contains the following fields:

- REGISTRATION NO**: A text input field with a green **COPY** button and a red **RESET** button to its right.
- COMPANY NAME**: A single-line text input field.
- ADDRESS**: Three stacked text input fields.
- POSTCODE**: A text input field.
- CITY**: A text input field.
- STATE**: A text input field.
- COUNTRY**: A dropdown menu with 'Please Select' as the default option.
- CONTACT PERSON 1**: A section with three rows of fields:
 - Name: Contact Name...
 - Position: Position...
 - Phone No.: Phone No...
 - Fax No.: Fax No...
 - E-mail: E-mail...
- CONTACT PERSON 2**: A section with three rows of fields:
 - Name: Contact Name...
 - Position: Position...
 - Phone No.: Phone No...
 - Fax No.: Fax No...
 - E-mail: E-mail...

At the bottom of the form, there are four buttons: **PREVIOUS** (green), **SAVE AS DRAFT** (red), **NEXT** (green), and **SKIP** (green).

Figure 14: Enquiry Form (Manufacturer Information)

3) Next, user need to fill in the details of the product.

Enquiry Manufacturer Information **Product Information** Terms & Conditions Complete

Product

PRODUCT NAME *

TRADEMARK(S) / BRAND(S)

MODEL(S) TYPE(S)

RATING(S) SIZE(S)

PRODUCT DESCRIPTION

OTHER TEST REPORT (IF ANY)

PURPOSE OF TESTING

☐ PRODUCT CERTIFICATION SCHEME

☐ MEETING REGULATORY REQUIREMENT (ST, SKMM, BOMBA, ETC.)

☐ OTHERS

Attachment can be uploaded after confirm & submit.

PREVIOUS SAVE AS DRAFT NEXT


Figure 15: Enquiry Form (Product Information)

- 4) Before user submit the Enquiry, user need to view and read the Terms and Conditions. Once done, user can click on the checkbox and the **CONFIRM & SUBMIT** button will appear for submission.

NOTE: User need to wait for the Person in-charge (PIC) to review the Enquiry. The status of the Enquiry will change to “Reviewed” once the PIC has reviewed the Enquiry.

The screenshot shows the 'Terms & Conditions' page of the MYTMS system. At the top, a progress bar indicates the user's current position in the enquiry process, with 'Terms & Conditions' highlighted. The main content area displays the 'SIRIM QAS International Sdn Bhd' Terms & Conditions document, which includes an introduction and definitions section. Below the document, there is a checkbox for 'I HAVE READ AND AGREED TO THE TERMS & CONDITIONS ABOVE'. Underneath, a 'CONFORMITY STATEMENT' section asks the user to select an acceptance rule: 'SIMPLE ACCEPTANCE RULE OR' (selected) or 'ACCEPTANCE RULE WITH GUARD BAND (ADDITIONAL CHARGE WILL BE INCURRED ACCORDINGLY)'. At the bottom, there are 'PREVIOUS' and 'CONFIRM & SUBMIT' buttons.

Figure 16: Enquiry Form (Terms & Conditions)

NOTE: After Enquiry submission, user need to click on  button on My Enquiry List page (if applicable) in order for the Finance Department to verify the Company Details before proceed with online payment. This validation process only for 1st time register or if the user “Add New Address”.

Order Carts


Types of Test	Details	Price	Action
<div> <div>Cart Totals</div> <div> <div>Item(s) Count</div> <div>0 Job(s) Selected</div> </div> <div> <div>Total</div> <div>0.00</div> </div> </div> <div> <div>In order to proceed with payment, your company details needs to be validate by our finance department.</div> <div>  </div> </div>			

Figure 17: Validate Details

2.2.2 My Enquiry List

This function displays the list of enquiries where the user can view, duplicate or delete the selected enquiry.

Navigation to Page

MENU: ENQUIRY > MY ENQUIRY LIST

Below is the page:

MY ENQUIRIES

Home / Enquiry / My Enquiry List

Only Quotation In Malaysian Ringgit (MYR) currency can be paid using Direct Bank Transfer or Credit Card. Please using Others for others currency.
 Please click [SHOW ITEM\(S\)](#) to select the job that you want to apply.

SHOW 10 ENTRIES

SEARCH:

Product	Enquiry Date	Quotation No.	Job No.	Status	Action
Adaptor Full test after 5 years	27/08/20	N/A	N/A	END	VIEW ENQUIRY DUPLICATE ENQUIRY
Adaptor	27/08/20	213/2020/CSG/Q-0080-R5	N/A	QUOTATION READY	VIEW ENQUIRY DUPLICATE ENQUIRY SHOW ITEM(S)
SIRIM TESTING FOR AIR-COND Model #1, Model #2, Model #3	29/05/20	213/2020/CSG/Q-0035	J20202130052 J20202130053	JOB CREATED	VIEW ENQUIRY DUPLICATE ENQUIRY SHOW ITEM(S)
fan meps	30/11/20	N/A	N/A	END	VIEW ENQUIRY DUPLICATE ENQUIRY
Adaptor Full test after 5 years	24/11/20	N/A	N/A	DRAFT	VIEW ENQUIRY UPDATE ENQUIRY DELETE ENQUIRY

Showing 1 to 10 of 37 entries

[Previous](#)
[1](#)
[2](#)
[3](#)
[4](#)
[Next](#)

Order Carts

Types of Test	Details	Price	Action
<div>Cart Totals</div> <div> <div>Item(s) Count</div> <div>0 Job(s) Selected</div> </div> <div> <div>Total</div> <div>0.00</div> </div>			

[PROCEED PAYMENT](#)

Figure 18: My Enquiry List

Input(s) Explanation

Input	Description												
Product <div>Adaptor</div>	To view the details of the Enquiry												
Quotation No. <div>213/2020/CSG/Q-0080-R5</div>	To view the Quotation Form in PDF Format												
View Enquiry <div>VIEW ENQUIRY</div>	To view the selected Enquiry Form in PDF Format												
Duplicate Enquiry <div>DUPLICATE ENQUIRY</div>	To duplicate the details of the Enquiry												
Show Item(s) <div>SHOW ITEM(S)</div>	Displays the Quotation Item(s) that are available in the selected Enquiry <div><div>Quotation Items</div><table><tr><th>Types of Test</th><th>Details</th><th>Price</th><th>Action</th></tr><tr><td>TEST</td><td>UAT 2022</td><td>1.05 MYR</td><td><div>ADD TO CARTS</div></td></tr><tr><td>ISO 4136, ASME BPVC Section IX, API 1104, AS 2205.2.1</td><td>Tensile/ Tension test</td><td>318.00 MYR</td><td><div>ADD TO CARTS</div></td></tr></table></div>	Types of Test	Details	Price	Action	TEST	UAT 2022	1.05 MYR	<div>ADD TO CARTS</div>	ISO 4136, ASME BPVC Section IX, API 1104, AS 2205.2.1	Tensile/ Tension test	318.00 MYR	<div>ADD TO CARTS</div>
Types of Test	Details	Price	Action										
TEST	UAT 2022	1.05 MYR	<div>ADD TO CARTS</div>										
ISO 4136, ASME BPVC Section IX, API 1104, AS 2205.2.1	Tensile/ Tension test	318.00 MYR	<div>ADD TO CARTS</div>										
Delete Enquiry <div>DELETE ENQUIRY</div>	To delete/remove the Enquiry from the list												
Status	Displays the status of the Enquiry which consist of: <div><div>i) Draft – Enquiry draft</div><div>ii) New – Enquiry has been created</div><div>iii) Reviewed – Review the Enquiry by PIC</div><div>iv) Proceed Quotation – Preparation of Quotation by PIC</div><div>v) Quotation Ready – Official Quotation is ready</div><div>vi) Job Created – Job has been created</div><div>vii) End – Enquiry process end</div></div>												
Proceed Payment <div>PROCEED PAYMENT</div>	To proceed with payment for the selected Job												

Proceed with Quotation

After the Enquiry has been reviewed by the PIC, user will receive a “Reply Form” where the user needs to make a decision on either to proceed with Quotation or end the Enquiry process.

If user agreed with the estimated duration and price and wants to proceed with Quotation, then user can click on **✓ PROCEED WITH QUOTATION** button. Otherwise, to end the Enquiry process, user can click on **✗ END ENQUIRY PROCESS** button.

The screenshot shows the 'ENQUIRY' page with a breadcrumb trail 'Home / Enquiry / View'. A blue notification bar states: 'Enquiry has been reviewed. Please answer the following Reply Form:'. Below this is a tabbed interface with 'Reply Form' selected. The main content area is titled 'Testing Job Estimation Detail(s)' and contains the instruction: 'Please view the following details and select one of the following :'. It features two input fields: 'Estimated Duration' with the value '3' and unit 'Week(s)', and 'Estimated Price' with the value '4,500.00' and unit 'MYR'. At the bottom of this section are two buttons: a green '✓ PROCEED WITH QUOTATION' button and a red '✗ END ENQUIRY PROCESS' button. To the right, a 'Messages' sidebar shows 'No messages' and a text area for 'Write messages ...' with a 'POST' button below it.

Figure 19: Proceed with Quotation

NOTE: The user is able to use the Message Box function (on the right side of the page) to send message(s) to the PIC regarding the Enquiry.

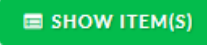
The user also can upload any attachment(s) to the Enquiry by using the Upload function as below:

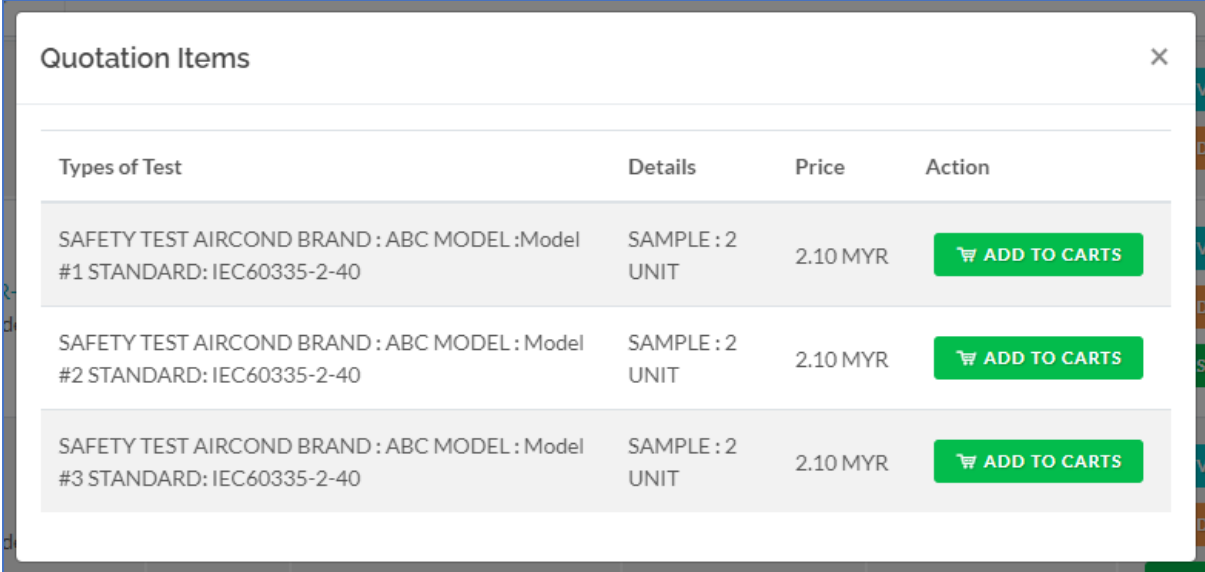
The screenshot displays the 'ENQUIRY' interface. At the top, a navigation bar includes 'Home / Enquiry / View'. A blue notification banner states: 'Enquiry has been reviewed. Please answer the following Reply Form:'. Below this, a horizontal menu contains 'Reply Form', 'Enquiry', 'Manufacturer', 'Product', 'Attachment' (highlighted in green), and 'History'. The main content area features a file upload section with the text 'Add File (Max 10MB)', a 'Choose File' button, and 'No file chosen' text. An 'Upload' button is positioned below. To the right, a 'Messages' sidebar shows 'No messages' and a 'Message' input field with a 'POST' button.

Figure 20: Proceed with Quotation (Attachment)

Proceed Payment

If the user agreed to proceed with Quotation, an official Quotation will be issued to the user. Next, user can proceed with the payment process.

- 1) To proceed with online payment, the user will need to select the related item(s) from the Enquiry List by clicking on  button. A pop-up will appear on the screen displaying the list of Quotation items that are available for the selected Enquiry.





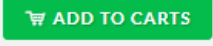
Types of Test	Details	Price	Action
SAFETY TEST AIRCOND BRAND : ABC MODEL : Model #1 STANDARD: IEC60335-2-40	SAMPLE : 2 UNIT	2.10 MYR	
SAFETY TEST AIRCOND BRAND : ABC MODEL : Model #2 STANDARD: IEC60335-2-40	SAMPLE : 2 UNIT	2.10 MYR	
SAFETY TEST AIRCOND BRAND : ABC MODEL : Model #3 STANDARD: IEC60335-2-40	SAMPLE : 2 UNIT	2.10 MYR	





Figure 21: Quotation Items

- 2) The user can click on  button to add the selected item to the cart.

NOTE: User can add multiple items to the cart.

- 3) All the selected items will be listed in the Order Carts as below:

Order Charts

Types of Test	Details	Price	Action
7) Product : Rechargeable Li-ion Polymer Battery Standard : TER SECONDARY BATTERIES as per standard MS IEC 62133:2017 Brand: HUTAN MODEL: HHH	TER for Secondary Batteries as per MS IEC 62133:2017 MODEL: HHH	2.00 MYR	 REMOVE FROM CARTS
3) Product: Emergency Light Standard: MS IEC 60598-1:2012 BRAND: NPT MODEL: LED333	- Full Type test for LED333 Sample required: 2 units	2.00 MYR	 REMOVE FROM CARTS
Testing Credit Limit	Testing AP Exemption > 50k	53,000.00 MYR	 REMOVE FROM CARTS
ISO 4136, ASME BPVC Section IX, API 1104, AS 2205.2.1	Tensile/ Tension test	318.00 MYR	 REMOVE FROM CARTS

Cart Totals

Item(s) Count



4 Job(s) Selected

Total

53,322.00MYR

PROCEED PAYMENT

Figure 22: Order Carts

- 4) If user wants to remove the item from the cart, user can click on  REMOVE FROM CARTS button. To proceed, user can click on  button.

- 5) Next, user need to select the Billing Address and Test Report Address. User need to make sure that they select the correct Address before proceed with the payment.

JOB APPLICATION

Home / Enquiry / My Enquiry List / Checkout

Billing Address

Receipt and Tax Invoice will be issued based on this information. If the expected billing address is not listed below, please add a new billing address ([here](#)), and we will validate the details shortly before payment can be processed.

	Address
<input type="radio"/>	SIRIM QAS INTERNATIONAL SDN. BHD. No 1, Persiaran Dato' Menteri, P.O.Box 7035, Seksyen 2, 40700 SHAH ALAM SELANGOR, MALAYSIA
<input checked="" type="radio"/>	SIRIM BERHAD Block 8, Seksyen Perolehan, Pengurusan Aset & ICT No 1, Persiaran Dato' Menteri, P.O.Box 7035, Seksyen 2, 40700 SHAH ALAM SELANGOR, MALAYSIA
<input type="radio"/>	KHIAP HUAT RESOURCES SDN BHD LOT 6528, KAWASAN A, JALAN SUNGAI BATU 6/KU6, KAWASAN PERINDUSTRIAN KLANG UTAMA, KLANG 42200 KLANG SELANGOR DARUL EHSAN, MALAYSIA

Test Report Address

COMPANY NAME:

SIRIM QAS INTERNATIONAL SDN. BHD.

ADDRESS:

No 1, Persiaran Dato' Menteri,

P.O.Box 7035, Seksyen 2,

CITY:

SHAH ALAM

POSTCODE:

40700

STATE:

SELANGOR

COUNTRY:

MALAYSIA

Contact Person

NAME:

ANITA MARZUKI

EMAIL ADDRESS:

anitam@sirim.my

PHONE:

0192885123

Email use for Notification & Issuance of Test Report

Figure 23: Payment (Billing Address & Test Report Address)

- 6) Then, the user needs to choose the payment method which include Direct Bank Transfer, Credit Card, E-Wallet or Others. After that, tick “I Agree to The Terms & Conditions” and click on **APPLY & PAY NOW** button.

The screenshot displays the 'Your Job Selection(s)' and 'Cart Totals' sections. The 'Your Job Selection(s)' table lists four items with their respective totals. The 'Cart Totals' section shows a total of 53322.00 MYR. Below this, the 'Payment Method Selection' section offers four options: Direct Bank Transfer (selected), Credit Card, E-Wallet, and Others. A checkbox for 'I AGREE TO THE TERMS & CONDITIONS' is present, along with an 'APPLY & PAY NOW' button.

Job	Total
7) Product: Rechargeable Li-ion Polymer Battery Standard: TER SECONDARY BATTERIES as per standard MS IEC 62133:2017 Brand: HUTAN MODEL: HHH TER for Secondary Batteries as per MS IEC 62133:2017 MODEL: HHH	2.00 MYR
3) Product: Emergency Light Standard: MS IEC 60598- 1:2012 BRAND: NPT MODEL: LED333 - Full Type test for LED333 Sample required: 2 units	2.00 MYR
Testing Credit Limit Testing AP Exemption > 50k	53000.00 MYR
ISO 4136, ASME BPVC Section IX, API 1104, AS 2205.2.1 Tensile/ Tension test	318.00 MYR

Cart Totals
Total: 53322.00 MYR

Payment Method Selection

- ☒ Direct Bank Transfer
Direct Bank Fund transfer using FPX. Available for selected bank(s) only.
- ☐ Credit Card
- ☐ E-Wallet
- ☐ Others

☐ I AGREE TO THE [TERMS & CONDITIONS](#)

APPLY & PAY NOW

Figure 24: Payment Method

NOTE: User will be redirected to Multi-Payment Gateway in order to proceed with the payment. The user is not allowed to close any pop-up/windows or cancel, until bank transfer process of payment is fully completed.

- 7) Once payment is successful, a Job No. will be generated for each item and user is not allowed to amend the details of the Enquiry. The Job No. will be listed in the Job List.
- 8) The system will also generate receipt and invoice for successful payment and listed in the Invoice & Receipt List.

NOTE: The user needs to double check the payment status in “Online Payment History” to make sure the relevant payment transaction is Success.

2.3 JOB

2.3.1 Job List

This function displays the list of Job that has been generated after the user has successfully made the payment. The user can view the details of each Job and monitor/track the progress of the Job based on the status.

Navigation to Page

MENU: JOB > JOB LIST

Below is the page:

JOB LIST

Home / Job / Job List

SHOW ENTRIES

SEARCH:

Job No.	Quotation No.	Product	Application Date	Exp Completed Date	Status
J20202130044	213/2020/CSG/Q-0034	Testing New Trx (Different company agent & consultant)	22/05/20	22/06/20	
J20202130043	213/2020/CSG/Q-0034	Testing New Trx (Different company agent & consultant)	22/05/20	23/08/20	
J20201410056	141/2020/EMC/Q-0078	TEST LAMP	10/02/20	24/02/20	
J20221410168	141/2020/EMC/Q-0078	TEST LAMP	18/04/22	02/05/22	
J20201410057 Cancelled	141/2020/EMC/Q-0078	TEST LAMP	10/02/20	24/02/20	
J20192130030 Cancelled	213/2019/CSG/Q-0017	Lamp	15/03/19	22/03/19	
J20192130032 Cancelled	213/2019/CSG/Q-0017	Lamp	15/03/19	22/03/19	
J20192130057 Cancelled	213/2019/CSG/Q-0017	Lamp	13/06/19	20/06/19	
J20202130025	213/2020/CSG/Q-0017	ELECTRIC TIME SWITCH	27/03/20	24/04/20	
J20202130028	213/2020/CSG/Q-0017	ELECTRIC TIME SWITCH	12/04/20	10/05/20	

Showing 1 to 20 of 22 entries

Previous






1

2

Next

Figure 25: Job List






Input(s) Explanation

Input	Description
Job No. J20202130043	To view the details of the Job
Status	Displays the status of the Job which consist of: <ul style="list-style-type: none"> i)  Application Created – Registration of the Job No. ii)  Review/Waiting Sample – Verification process before proceed testing iii)  Testing in-Progress – Testing in-Progress iv)  Report Preparation – Test Report preparation v)  Completed – All the process of the Job has completed

Job Info

- When user click on the Job No., it will display all the details of the selected Job. It will redirect the user to Job Info page as below:

JOB INFO : J20202130028
Home / Enquiry / View

 Application Created
 Review/Waiting Sample
 Testing in-Progress
 Report Preparation
 Completed

Job
Test Sample(s)
Payment(s)
Test Report(s)
Form(s)

Product
ELECTRIC TIME SWITCH

Product Description

Other Test Report

Standard(s)
MS 1144 : 2017

Job Summary

Job No.
J20202130028

Quotation No.
213/2020/CSG/Q-0017

Due Date
10/05/2020

Contact Person

Name
NOOR AZIDAH BINTI MOHD FADZLI

Office No.
03-55446173

E-mail
azidah@sirim.my

Figure 26: Job Info

- 2) On the Test Sample(s) tab, user can view the details of the Test Sample that has been uploaded.

Job	Test Sample(s)	Payment(s)	Test Report(s)	Form(s)
Sample Secondary Battery				
Sample No	Received Date	Updated By	Location	
19142027559/J20192130027	14/03/2019	ANITA BINTI MARZUKI	Building 9	

Figure 27: Job Info (Test Sample)

- 3) On the Payment(s) tab, user can view the details of available payment.

Job	Test Sample(s)	Payment(s)	Test Report(s)	Form(s)
<div> <div> <div>Receipt No.</div> <div> <div>Mar 19 10:14 AM</div> <div>15627T</div> </div> </div> <div> <div>Contact</div> <div> ANITA MARZUKI Phone No.: 0192885123 Fax No.: 0355446252 E-mail: anitam@sirim.my </div> </div> <div> <div>Total</div> <div>2.10 MYR</div> </div> </div>				
Payment Type : Online Payment (myTMS : Payment Gateway) Payment Details : TMS202000060				

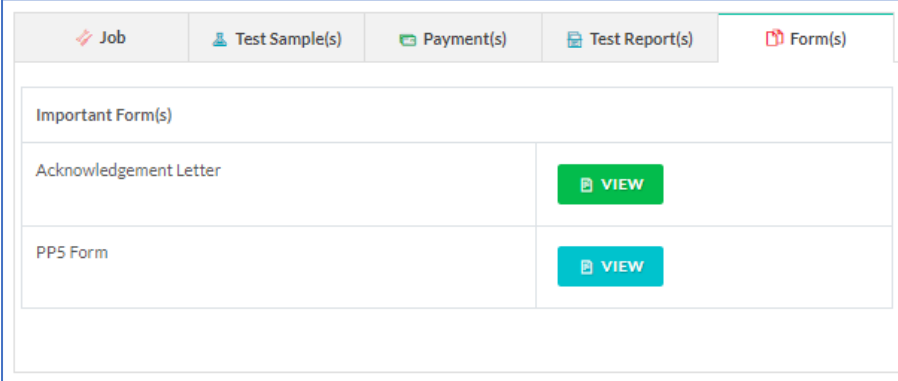
Figure 28: Job Info (Payment)

- 4) On the Test Report(s) tab, it will display the Test Report for the Job where user can download the Test Report once the status of the Job is "Completed".

Job	Test Sample(s)	Payment(s)	Test Report(s)	Form(s)
Test Report ELECTRIC TIME SWITCH				
Report No: 2020TS0025		Action		
2020TS0025.pdf		<div> <div>DOWNLOAD</div> </div>		

Figure 29: Job Info (Test Report)

- 5) On the Form(s) tab, it will display all forms that are available for the Job and user can view the form in PDF format.



The screenshot shows a web application interface with a horizontal tab bar at the top. The tabs are labeled 'Job', 'Test Sample(s)', 'Payment(s)', 'Test Report(s)', and 'Form(s)'. The 'Form(s)' tab is currently selected and highlighted. Below the tabs, there is a section titled 'Important Form(s)'. This section contains a table with two rows. The first row is for 'Acknowledgement Letter' and the second row is for 'PP5 Form'. Each row has a corresponding 'VIEW' button to its right. The 'VIEW' button for 'Acknowledgement Letter' is green, and the 'VIEW' button for 'PP5 Form' is blue.

Important Form(s)	
Acknowledgement Letter	VIEW
PP5 Form	VIEW

Figure 30: Job Info (Form)

2.4 PAYMENT

2.4.1 Payment History

This function displays the list of transaction of online payment.

Navigation to Page

MENU: PAYMENT > PAYMENT HISTORY

Below is the page:

ONLINE PAYMENT HISTORY

Home / Payment / Online Payment History

SHOW 10 ENTRIES

SEARCH:

Order No.	Payment Type	Amount (MYR)	Payment Date	Status	Description
TMS202200613	Credit Card	4.00	18/04/22 02:08 PM	SUCCESS	Payment successful. Transaction Successful
TMS202200612	Bank Transfer - FPX	10.35	18/04/22 02:06 PM	SUCCESS	Payment successful. SBI BANK A N@m3()/PYN.-&B'UYER Transaction Successful 00 010000
TMS202200611	Bank Transfer - FPX	10.35	18/04/22 02:04 PM	FAILED	Payment failed.
TMS202200610	Credit Card	10.35	18/04/22 01:59 PM	FAILED	Payment failed.
TMS202200609	Bank Transfer - FPX	6.30	18/04/22 01:57 PM	FAILED	Payment failed.
TMS202200599	Bank Transfer - FPX	2.10	17/04/22 04:17 PM	SUCCESS	Payment successful. Transaction Successful
TMS202200598	Bank Transfer - FPX	2.10	17/04/22 04:14 PM	FAILED	Payment failed.
TMS202200590	Bank Transfer - FPX	4.20	15/04/22 11:23 AM	FAILED	Payment failed.

Showing 31 to 40 of 153 entries

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Figure 31: Payment History

Input(s) Explanation

Input	Description
Status	Displays the status of the Payment either: i) SUCCESS – Indicates that the payment is successful ii) FAILED – Indicates that the payment is failed

2.4.2 Invoice & Receipt List

This function displays the list of invoice and receipt where user can view the Receipt No. and Invoice No. in PDF format.

Navigation to Page

MENU: PAYMENT > INVOICE & RECEIPT LIST

Below is the page:

INVOICE & RECEIPT LIST							
SHOW <input type="text"/> ENTRIES				SEARCH: <input type="text"/>			
Quotation No.	Job No.	Payer	Amount (MYR)	Payment Date	Receipt No	Invoice No	
141/2020/EMC/Q-0078	J20221410168	SIRIM BERHAD (HAWARI HAMID)	2.10	18/04/22 11:00 PM	32338T		
213/2020/CSG/Q-0035	J20202130053	SIRIM BERHAD (HAWARI HAMID)	2.10	04/06/20 04:05 PM	16260T	16260T01	
213/2020/CSG/Q-0035	J20202130052	SIRIM BERHAD (HAWARI HAMID)	2.10	03/06/20 06:37 AM	16203T	16203T01	
213/2020/CSG/Q-0034	J20202130044	SIRIM QAS INTERNATIONAL SDN. BHD. (ANITA MARZUKI)	1.05	22/05/20 12:06 PM	16048T	16048T01	
213/2020/CSG/Q-0034	J20202130043	SIRIM QAS INTERNATIONAL SDN. BHD. (ANITA MARZUKI)	2.10	22/05/20 11:29 AM	16047T	16047T01	
213/2019/CSG/Q-0017	J20192130031	SIRIM QAS INTERNATIONAL SDN. BHD. (ANITA MARZUKI)	2.00	15/03/19 09:51 AM	06754T	06754T01	
213/2019/CSG/Q-0017	J20192130030	SIRIM QAS INTERNATIONAL SDN. BHD. (ANITA MARZUKI)	2.00	15/03/19 09:39 AM	06753T	06753T01	
213/2019/CSG/Q-0016	J20192130029	SIRIM QAS INTERNATIONAL SDN. BHD. (ANITA MARZUKI)	2.00	15/03/19 08:36 AM	06752T	06752T01	
213/2019/CSG/Q-0016	J20192130028	SIRIM QAS INTERNATIONAL SDN. BHD. (ANITA MARZUKI)	2.00	15/03/19 07:51 AM	06748T	06748T01	
213/2019/CSG/Q-0016	J20192130027	SIRIM QAS INTERNATIONAL SDN. BHD. (ANITA MARZUKI)	2.00	14/03/19 02:57 AM	06702T	06702T01	
Showing 1 to 20 of 20 entries				Previous 1 Next			

Figure 32: Invoice & Receipt List

Input(s) Explanation

Input	Description
Job No	Direct the user to Job Info page
Receipt No	Displays the receipt in PDF format
Invoice No	Displays the invoice in PDF format

Receipt No

The user can view the details of the selected Receipt No in PDF format where user can also print/download the Official Receipt.

	SIRIM QAS International Sdn Bhd, Company No. 199601037981 (410334-X) No.1 Persiaran Dato' Menteri, Section 2, P.O.Box 7035, 40700 Shah Alam Selangor Tel : 03-55446152 Fax : 03-55446272 http://www.sirim-qas.com.my Service Tax ID: B16-1809-32001048		
OFFICIAL RECEIPT			
Id No.	: 07002186	No	: 16260T
Name	: SIRIM BERHAD	Date	: 04/06/2020
Address	BLOCK 8, SEKSYEN PEROLEHAN, PENGURUSAN ASET & ICT NO 1, PERSIARAN DATO' MENTERI, P.O.BOX 7035, SEKSYEN 2, 40700, SHAH ALAM SELANGOR, MALAYSIA		
Invoice No.	: 16260T01		
Payment Type	: CDR		
Ref No.	: TMS202000127		
Amount (MYR)	: 2.10		
Description	Online Payment for J20202130053		
Prepared By	: MOHAMAD AZUDIN BIN ZAKARIA		

Figure 33: Official Receipt

Invoice No

The user can view the details of the selected Invoice No in PDF format where user can also print/download the Invoice.



SIRIM QAS International Sdn Bhd,
Company No. 199601037981 (410334-X)
No.1 Persiaran Dato' Menteri,
Section 2, P.O.Box 7035,
40700 Shah Alam Selangor
Tel : 03-55446152
Fax : 03-55446272
<http://www.sirim-qas.com.my>
Service Tax ID: B16-1809-32001048

INVOICE

Id No. : 07002186
Name : SIRIM BERHAD
Address : BLOCK 8, SEKSYEN PEROLEHAN, PENGURUSAN ASET & ICT
NO 1, PERSIARAN DATO' MENTERI,
P.O.BOX 7035, SEKSYEN 2,
40700, SHAH ALAM
SELANGOR, MALAYSIA
Attention : HAWARI HAMID
Email : anitam@sirim.my

Invoice No : 213 16260T01
Date : 08/06/2020
Your PO No : -
Our Job No : J20202130053
Tel No : 0355446812

No.	Description	Qty	Unit Price (MYR)	Total (MYR)
1	Job for Quotation : 213/2020/CSG/Q-0035 Product Name: SIRIM TESTING FOR AIR-COND	1	2.00	2.00
Total Sales				2.00
Add : Service Tax 6%				0.12
Rounding Adjustment				-0.02
Total Amount Payable/(Refundable)				2.10

Prepared By:
MOHAMAD AZUDIN BIN ZAKARIA

Approved By:
ANITA BINTI MARZUKI

Cheque to be made payable to **SIRIM QAS INTERNATIONAL SDN BHD**
Payment can also be made into RHB account number 2-12451-4008608-7/Swift code:RHBBMYKL. Please send the bank-in slip /
payment advice by e-mail to finqas@sirim.my or fax to 603-55445672 as proof of payment. Receipt based on request only.

THIS IS A COMPUTER GENERATED DOCUMENT. NO SIGNATURE IS REQUIRED.

Figure 34: Invoice

2.5 CONSULTANT

2.5.1 Apply as Consultant

This function is for the user to apply as Consultant to a company. This page will display the list of Consultant application.

Navigation to Page

MENU: CONSULTANT > APPLY AS CONSULTANT

Below is the page:

APPLY AS CONSULTANT Home / Consultant / Apply As Consultant

Hi, Good Day RIDZUAN ARIFF BIN ROSLAN!
Are you consultant to company? [Apply here](#) if the company is not in the list.

SHOW ENTRIES SEARCH:

Company Email	Company ROC	Company Name	Application Date	File	Status	Description
anitam@sirim.my	410334-X	SIRIM QAS	23/09/22	VIEW	SIRIM APPROVED	OK
anitam@sirim.my	A122321	SIRIM QAS	23/09/22	VIEW	REJECTED	Cannot find similar company name with the same registration number
anitam@sirim.my	367474-V	SIRIM	23/09/22	VIEW	SIRIM APPROVED	Ok verified
anitam@sirim.my	1142431-W	KHIAP	27/09/22	VIEW	REJECTED	Cannot find similar company name with the same registration number

Showing 1 to 8 of 8 entries


Previous 1 Next

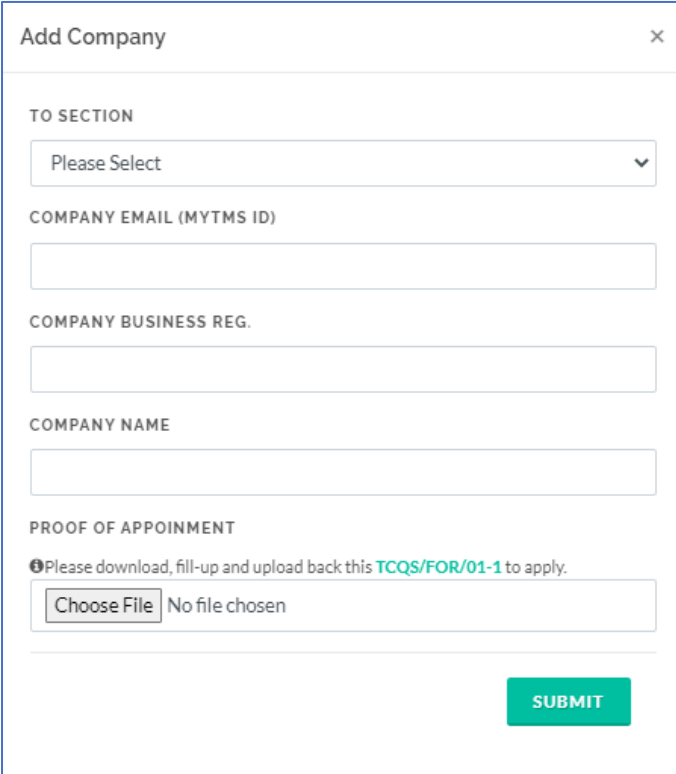
Figure 35: Apply as Consultant

Input(s) Explanation

Input	Description
Apply here	To apply as a consultant
View	To view the consultant declaration letter in PDF format
Status	Displays the status of the application which consist of: i) New ii) SIRIM Approved iii) Rejected

Apply Consultant

When the user clicks on “Apply here”, a pop-up will appear on the screen as below. The user is required to fill in all the details and click on  button to submit the application.



The image shows a pop-up window titled "Add Company" with a close button (X) in the top right corner. The form contains the following fields and instructions:

- TO SECTION**: A dropdown menu with "Please Select" and a downward arrow.
- COMPANY EMAIL (MYTMS ID)**: A text input field.
- COMPANY BUSINESS REG.**: A text input field.
- COMPANY NAME**: A text input field.
- PROOF OF APPOINTMENT**: An information icon followed by the text "Please download, fill-up and upload back this [TCQS/FOR/01-1](#) to apply."
- Below the instructions is a file upload area with a "Choose File" button and the text "No file chosen".
- At the bottom right of the form is a green **SUBMIT** button.

Figure 36: Apply as Consultant (Add Company)

2.5.2 My Consultant List

After SIRIM has approved the Consultant, the Consultant and its details will be listed in My Consultant list.

Navigation to Page

MENU: CONSULTANT > MY CONSULTANT LIST

Below is the page:

MY CONSULTANT LIST

Home / Consultant / My Consultant List

SHOW

ENTRIES

SEARCH:

Consultant	Apply Date	File	Status	Approved By	Company	Action
ADIBAH aamane01@yahoo.com 09878991	28/09/22		Inactive	ADIBAH HANIM BINTI HAMDAN on 28/09/22	<div>CompanyAddress</div> <div>SIRIM BERHAD(367474-V)Block 8, Seksyen Perolehan, Pengurusan Aset & ICT, No 1, Persiaran Dato' Menteri,</div>	ACTIVATE
RIDZUAN ARIFF BIN ROSLAN longvisiontvbox@gmail.com 0133030013	23/09/22	VIEW	Active	Khalid Ibrahim on 23/09/22	<div>CompanyAddress</div> <div>SIRIM BERHAD(367474-V)Block 8, Seksyen Perolehan, Pengurusan Aset & ICT, No 1, Persiaran Dato' Menteri,</div>	DEACTIVATE
RIDZUAN ARIFF BIN ROSLAN longvisiontvbox@gmail.com 0133030013	23/09/22	VIEW	Active	Khalid Ibrahim on 23/09/22	<div>CompanyAddress</div> <div>SIRIM BHD(367474-V)seksyen 7,</div>	DEACTIVATE
RIDZUAN ARIFF BIN ROSLAN longvisiontvbox@gmail.com 0133030013	23/09/22	VIEW	Active	Khalid Ibrahim on 22/09/22	<div>CompanyAddress</div> <div>SIRIM QAS INTERNATIONAL SDN. BHD.(410334-X)No 1, Persiaran Dato' Menteri., P.O.Box 7035, Seksyen 2,</div>	DEACTIVATE

Showing 1 to 4 of 4 entries



Previous

1

Next

Figure 37: My Consultant List

Input(s) Explanation

Input	Description
View	To view the consultant declaration letter in PDF format
Status	Displays the status of the Consultant either: i) Active ii) Inactive
Action	User can either Activate/Deactivate the Consultant i)  - Activate ii)  - Deactivate