Supplier User Manual
Chemical Information Management System
Department of Occupational Safety and Health

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1. Main Screen

Web address: http://cims.dosh.gov.my

Home screen
2. Registration Procedure

Company's Detail
- Registration Type: Importer
- DDOM Registration No:
- Company No: 12345-A
- Company Name: Supplier Sdn Bhd
- Registered Address: Lot 125, JIC Industrial Estate,
- City: Kepong
- Postal Address: Same as above
- Phone No: +603-65678912
- Fax No: +603-65678912
- Email: shakays4@yahoo.com

Contact Person
- Name: Ali Bin Abu
- Designation: En
- Mobile No: +6015-4587812
- Email: shakays4@yahoo.com (will be used as Communication)

Receive notification by email

Dear Sir,

Thank you for registering at JKKP System.

Your Details
Company Name: Supplier Sdn Bhd
Company Registration No: SUP123
Type: Importer
Email: shakays4@yahoo.com

Please click link below to activate and login to your account


Yours sincerely,

JKKP System

Please note: This is an auto generated e-mail that cannot receive replies.

Click activation link
Activation success

Receive email notification of successful registration.
3. Login Procedure

Login CIMS as Importer/Manufacturer (Supplier)

Home screen for supplier

Notification shortcut for submission status.

Search chemical information.
4. PROFILE Tab

User profile.

View and download registration certificate.
Registration certificate in PDF format.

Change password (if required)
5. SUBMISSION Tab

Submission sub menu

<table>
<thead>
<tr>
<th>No</th>
<th>Menu button</th>
<th>Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>All List</td>
<td>List all new submission only with status</td>
</tr>
<tr>
<td>2</td>
<td>Acknowledged List</td>
<td>List all acknowledge submission</td>
</tr>
<tr>
<td>3</td>
<td>Rejected List</td>
<td>List all rejected submission</td>
</tr>
</tbody>
</table>

Sub Menu Descriptions

<table>
<thead>
<tr>
<th>No</th>
<th>Button</th>
<th>Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>View record details</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Download certificate registration / acknowledge submission</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Duplicate submission</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Edit record</td>
</tr>
</tbody>
</table>

Activity Button Descriptions

New Submission

New submission screen
Click ‘SUBMISSION’ tab and then choose ‘All List’.
5.1 New Submission (Substance)

Add new submission

Select chemical type and no of chemical to be submit.

Fill up form and click ‘Proceed’ button.

Fill up substance information.

Click on Product/Chemical name.
Select chemical or search from the list.

If new chemical, fill up Chemical Name and CAS No.
Fill up the field completely and click ‘Save’ button.

Substance submission is saved in the system but not yet submit. Click Edit to confirm submission.
Tick (✓) the 'Terms and Conditions'.
Click 'Save & Submit' button to submit chemical information to DOSH for acknowledgement.

Submission was sent for checking. Submission ID: [DOSH/2015/0000108]

OK

System will prompt for successful submission. Receive submission ID automatically.

New submission list show submission status.
System will automatically send email for successful new submission.

CIMS, Submission

Admin CIMS <jkkp.mche@1govuc.gov.my> 10:37 AM (20 minutes ago)  

Dear Sir,

Your inventory was sent to DOSH for acknowledgement.

Company Info
Company Name: Azhar  
Company Registration No: 1234-A  
Type of Supplier: Importer & Manufacturer

Submission Info
Submission ID: DOSH/2015/0000108  
Submission Date: 07-07-2015

Yours sincerely,  
Administrator  
Tel: +603-8888 5343  
Fax: +603-8888 2339

Please note: This is an auto generated e-mail that cannot receive replies.
5.2 New Submission (Mixture)

Add new submission

Select chemical type and no of chemical to be submitted.

Fill up form and click ‘Proceed’ button.

Mixture submission form
Fill up no of ingredient for mixture.

Click chemical name text box.

Select chemical or search from the list.
If new chemical, fill up Chemical Name and CAS No.

Fill up the field completely and click ‘Save’ button.
Mixture submission is saved in the system but not yet submit. Click Edit to confirm submission.

Tick (✓) the 'Terms and Conditions'.
Click 'Save & Submit' button to submit chemical information to DOSH for acknowledgement.
Submission was sent for checking. Submission ID: [DOSH/2015/0000109]

System will prompt for successful submission. Receive submission ID automatically.

New submission list show submission status.

System will automatically send an email for successful new submission.
Admin CIMS <jkkp.mchr@1govuc.gov.my>

to me 

Dear Sir,

Your inventory was sent to DOSH for acknowledgement.

Company Info
Company Name: Azhar
Company Registration No: 1234-A
Type of Supplier: Importer & Manufacturer

Submission Info
Submission ID: DOSH/2015/0000109

Submission Date: 07-07-2015

Yours sincerely,
Administrator
Tel: +603-8886 5343
Fax: +603-8889 2339

Please note: This is an auto generated e-mail that cannot receive replies.

Email from system to user.
5.3 New Bulk Submission (Substance)

At ‘SUBMISSION’ tab, choose ‘Upload Bulk Submission’

Upload Submission

1. Guideline
   1. Download Reference File & Format accordingly (Mixture slightly different from Substance)
   2. Follow example on how to fill the data
   3. Save the file
   4. Select & Upload by Submission Type

Download both EXCEL Spreadsheet documents.

* Reference: Guide on how to fill in the EXCEL Spreadsheet.
* Format: The Spreadsheet need to be fulfilled and upload at ‘Upload a file’ space.
Complete the 'Format' Spreadsheet that been downloaded before. *Example is as above. Save the EXCEL Spreadsheet and upload the file to CIMS.

Once the EXCEL is uploaded, table will appear showing details insert. Tick (√) at the right end for each No and at the Terms and Conditions. Click 'Save & Submit' to submit the substance inventory.
5.4 New Bulk Submission (Mixture)

At ‘SUBMISSION’ tab, choose ‘Upload Bulk Submission’

Guideline

1. Download Reference File & Format accordingly (Mixture slightly different from Substance)
2. Follow example on how to fill the data
3. Save the file
4. Select & Upload by Submission Type

Download both EXCEL Spreadsheet documents.

* Reference: Guide on how to fill in the EXCEL Spreadsheet.
* Format: The Spreadsheet need to be fulfilled and upload at ‘Upload a file’ space.
Complete the ‘Format’ Spreadsheet (Master-Mixture) downloaded before. *Example is as above.

Complete the ‘Format’ Spreadsheet (Sub-Master-Mixture) downloaded before. *Example is as above.

Save the EXCEL Spreadsheet and upload the file to CIMS.
Once the EXCEL is uploaded, table will appear showing details insert. Tick (✓) at the right end for each No and at the Terms and Conditions. Click 'Save & Submit' to submit the substance inventory.
6. Submission Status

6.1 Acknowledged Submission

Receive email from system.

Admin CIMS <cims.moh@1.gov.my> to mo:

Dear Sir,

Your chemical submission was acknowledged by JKKP.

Company Info
Company Name: A
c
Company Registration No: 1234-A
Type of Supplier: Importer & Manufacturer

Submission Info
Submission ID: DOSH/2015/000010
Submission Date: 07-07-2015
Acknowledgement Date: 07-07-2015

Yours sincerely,
Administrator
Tel: 03-3300 5343
Fax: 03-3300 5332

Please note: This is an auto generated e-mail that cannot receive replies.

Email from system.

Notification

Submission

Acknowledged 4
Rejected 1

Notification box at Home page will show acknowledged status

Acknowledgement Certificate can be download by clicking button
6.2 Rejected Submission

Received email from system.

Admin CIMS <gksp.moh@jgovic.gov.my>

for me ☑

Dear Sir,

Your chemical submission was not acknowledged by DOSH.

Company Info
- Company Name: Azhar
- Company Registration No: 1284-A
- Type of Supplier: Importer & Manufacturer

Submission Info
- Submission ID: DOSH/20150000108/R
- Submission Date: 07-07-2015

Yours sincerely,
Administrator
Tel: +603-9596 5545
Fax: +603-9596 5329

Please note: This is an auto generated email that cannot receive replies.

Email from system

Notification

Submission

Acknowledged 4

Rejected 1

Notification box at Home page will show rejected status

Rejected submission will appear in Rejected List and edit the submission by clicking ✍️ button.
6.3 Common Mistakes

Once mistake been done by user, DOSH Officer will reject those submissions. Among the common mistakes done are:

i. Non hazardous / not classified chemicals are include in the submission list
ii. For submission of substance, chemical name and CAS number is not provided.
iii. Quantity imported / manufactured is not provided.
iv. Hazards are not in line with the physical form of the chemicals.
v. Substance and mixture are mixed up in one submission.
vi. Submission via bulk submission template in Microsoft Excel form is not according to the reference (kindly refer below tips). Therefore, system unable to read the excel file properly resulted in failed to upload submission.

- Make sure formatting of the hazard classification as similar as in the reference including Capital letter, space etc.
- When there is no hazard, insert ‘NONE’ in the empty cell.

- Make sure ‘Key No’ is align with the ‘No of ingredient’ stated in Master-Mixture sheet.
7. Reporting

Report Tab

Select report type, chemical type, status and year. Click
### Overall Summary Report

#### Chemical

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>CAS No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Warfarin</td>
<td>01-03-2</td>
</tr>
<tr>
<td>2</td>
<td>1,2,4-trichlorobenzene</td>
<td>120-82-1</td>
</tr>
</tbody>
</table>

#### Overall Detailed Report

<table>
<thead>
<tr>
<th>No</th>
<th>Product/Chemical Name</th>
<th>CAS No</th>
<th>Hazard Class</th>
<th>Acknowledged Date</th>
<th>Quantity Imported (tonne/year)</th>
<th>Quantity Manufactured (tonne/year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Warfarin</td>
<td>01-03-2</td>
<td><strong>Physical Hazard</strong> &lt;br&gt;- Chemicals which, in contact with water, emit flammable gases: Category 1 &lt;br&gt;- Health Hazard: &lt;br&gt;- Acute Toxicity Oral Category 1; &lt;br&gt;- Reproductive Toxicity Category 1A/1B; &lt;br&gt;- Environmental Hazard: &lt;br&gt;- Hazardous to the Aquatic Environment-Acute Hazard Category 1;</td>
<td>21-11-2014</td>
<td>16.0</td>
<td>5.0</td>
</tr>
<tr>
<td>2</td>
<td>Warfarin</td>
<td>01-03-2</td>
<td><strong>Physical Hazard</strong> &lt;br&gt;- Chemicals which, in contact with water, emit flammable gases: Category 1 &lt;br&gt;- Health Hazard: &lt;br&gt;- Acute Toxicity Oral Category 1; &lt;br&gt;- Reproductive Toxicity Category 1A/1B; &lt;br&gt;- Environmental Hazard: &lt;br&gt;- Hazardous to the Aquatic Environment-Acute Hazard Category 1;</td>
<td>21-11-2014</td>
<td>16.0</td>
<td>5.0</td>
</tr>
<tr>
<td>3</td>
<td>1,2-trichlorobenzene</td>
<td>120-82-1</td>
<td><strong>Physical Hazard</strong> &lt;br&gt;- Chemicals which, in contact with water, emit flammable gases: Category 1 &lt;br&gt;- Health Hazard: &lt;br&gt;- Acute Toxicity Oral Category 1; &lt;br&gt;- Reproductive Toxicity Category 1A/1B; &lt;br&gt;- Environmental Hazard: &lt;br&gt;- Hazardous to the Aquatic Environment-Acute Hazard Category 1;</td>
<td>27-11-2014</td>
<td>16.0</td>
<td>20.0</td>
</tr>
</tbody>
</table>

* Report must be kept properly and made available upon inspection by DOSH Officer.*
The End