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

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1. Main Screen


Home screen
2. Registration Procedure

<table>
<thead>
<tr>
<th>Company’s Detail</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Type</td>
<td>Importer</td>
</tr>
<tr>
<td>DDIM Registration No</td>
<td></td>
</tr>
<tr>
<td>Company No</td>
<td>12345-A</td>
</tr>
<tr>
<td>Company Name</td>
<td>Supplier Sdn Bhd</td>
</tr>
<tr>
<td>Registered Address</td>
<td>Lot 125, ABC Industrial Estate, Kapong</td>
</tr>
<tr>
<td>City</td>
<td>Kapong</td>
</tr>
<tr>
<td>Postcode</td>
<td>86300</td>
</tr>
<tr>
<td>State</td>
<td>WP Kuala Lumpur</td>
</tr>
<tr>
<td>Postal Address</td>
<td>Name as above</td>
</tr>
<tr>
<td>City</td>
<td>Kapong</td>
</tr>
<tr>
<td>Postcode</td>
<td>86300</td>
</tr>
<tr>
<td>State</td>
<td>WP Kuala Lumpur</td>
</tr>
<tr>
<td>Phone No</td>
<td>+603-45678912 Phone No Format: +603-12345678</td>
</tr>
<tr>
<td>Fax No</td>
<td>+603-45678912 Fax No Format: +603-12345676</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:shohaneyss4@yahoo.com">shohaneyss4@yahoo.com</a></td>
</tr>
</tbody>
</table>

**Contact Person**

| Name | Ali bin Abu |
| Designation | En |
| Mobile No | +6015-45678912 Mobile No Format: +6015-12345678 |
| Email | shohaneyss4@yahoo.com (will be used as Communication) |

Registration form

Receive notification by email

```
From: "admin@jkkp.gov.my" <admin@jkkp.gov.my>
To: shohaneyss4599@yahoo.com

Subject: JKKP System, Account Activation

Dear Sir,

Thank you for registering at JKKP System.

Your Details:
Company Name: Supplier Sdn Bhd
Company Registration No: SUP123
Type: Importer
Email: shohaneyss4599@yahoo.com

Please click link below to activate and login to your account:

Yours sincerely,
JOP 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

Company's Detail

Registration ID: DOSH/2014/000411/R
DOSH Registration No: DOSH/Supplier
Company No: 1234-A
Company Name: Azhar
Registered Address: Address
City: Putrajaya
Postal Code: 62530
State: WP Putrajaya
Postal Address: Address
City: -
Postal Code: -
State: WP Putrajaya
Phone No: 03-1234 5678
Fax No: 03-1234 5678
Email: attahre@gmail.com

User (supplier) profile.

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

Change password (if required)
5. SUBMISSION Tab

**Submission**

<table>
<thead>
<tr>
<th>Sub Menu</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>All List</td>
<td>List all new submission only with status</td>
</tr>
<tr>
<td>Acknowledged List</td>
<td>List all acknowledge submission</td>
</tr>
<tr>
<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><img src="image1" alt="image" /></td>
<td>View record details</td>
</tr>
<tr>
<td>2</td>
<td><img src="image2" alt="image" /></td>
<td>Download certificate registration / acknowledge submission</td>
</tr>
<tr>
<td>3</td>
<td><img src="image3" alt="image" /></td>
<td>Duplicate submission</td>
</tr>
<tr>
<td>4</td>
<td><img src="image4" alt="image" /></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.

<table>
<thead>
<tr>
<th>CAS No</th>
<th>Chemical Name</th>
<th>Hazard Classification</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>108-24-7</td>
<td>Acetic anhydride</td>
<td>✓</td>
<td>SELECT</td>
</tr>
<tr>
<td>67-64-1</td>
<td>Acetone</td>
<td>✓</td>
<td>SELECT</td>
</tr>
<tr>
<td>75-86-5</td>
<td>Acetone cyanohydrin as CN</td>
<td>✓</td>
<td>SELECT</td>
</tr>
<tr>
<td>75-05-8</td>
<td>Acetonitrile</td>
<td>✓</td>
<td>SELECT</td>
</tr>
<tr>
<td>98-86-2</td>
<td>Acetophenone</td>
<td>✓</td>
<td>SELECT</td>
</tr>
<tr>
<td>74-06-2</td>
<td>Acetylene</td>
<td>✓</td>
<td>SELECT</td>
</tr>
<tr>
<td>79-27-6</td>
<td>Acetylene tetrabromide</td>
<td>✓</td>
<td>SELECT</td>
</tr>
<tr>
<td>-</td>
<td>Acetylene dichloride</td>
<td>✓</td>
<td>SELECT</td>
</tr>
<tr>
<td>50-78-2</td>
<td>Acetyl salicylic acid (aspirin)</td>
<td>✓</td>
<td>SELECT</td>
</tr>
<tr>
<td>107-02-8</td>
<td>Acrolein</td>
<td>✓</td>
<td>SELECT</td>
</tr>
<tr>
<td>79-06-1</td>
<td>Acrylamide</td>
<td>✓</td>
<td>SELECT</td>
</tr>
<tr>
<td>79-10-7</td>
<td>Acrylic acid</td>
<td>✓</td>
<td>SELECT</td>
</tr>
</tbody>
</table>

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/2015/0000138]

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.

Email from system to user.

Admin CIMS <jkkp.mohr@ljovuc.g  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: +603-8386 5343
Fax: +603-8989 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 submit.

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.
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 <jkdp.mohir@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 : +603-8888 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’

**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 has been downloaded before. *Example is as above.
Save the EXCEL Spreadsheet and upload the file to CIMS.

Once the EXCEL is uploaded, the table will appear showing details inserted.
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 <jiklp.meh@fgovc.gov.my>
to me

Dear Sir,
Your chemical submission was acknowledged by JKKP.

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

Submission Info
Submission ID: DOSH2015/000109
Submission Date: 07-07-2015
Acknowledgement Date: 07-07-2016

Yours sincerely,
Administrator
Tel: +603-6989 5343
Fax: +603-6989 2399

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 acknowledged status

Acknowledgement Certificate can be download by clicking button
6.2 Rejected Submission

Received email from system.

```
Admin CIMS <jkip.mohe@1gavou.gov.my>
to me <jkip.mohe@1gavou.gov.my>

Dear Sir,

Your chemical submission was not acknowledged by DOSH.

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

Submission Info
Submission ID: DOSH/2015/000105/R
Submission Date: 07-07-2015

Yours sincerely,
Administrator
Tel.: +603-8888 5243
Fax: +603-8888 5249

Please note. This is an auto generated & cannot receive replies.
```

Email from system

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

<table>
<thead>
<tr>
<th>No.</th>
<th>Product/Chemical Name</th>
<th>CAS No</th>
<th>Quantity Imported (tonne/year)</th>
<th>Quantity Manufactured (tonne/year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Warfarin</td>
<td>81-01-2</td>
<td>10.0</td>
<td>5.0</td>
</tr>
<tr>
<td>2</td>
<td>1,2,4-Trichlorobenzene</td>
<td>120-82-1</td>
<td>10.0</td>
<td>20.0</td>
</tr>
</tbody>
</table>

Total: 30.0

Overall Detailed Report

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