

Client's User Manual on E2 Certification Platform

UMC-DOC- 01/5

Products Certification Full (Normal/Express, Special) Self Labelling Process & E-Permit



Contents

1. Introduction 3

1.1 System Overview 4

1.2 Organization of the Manual 4

2. Getting Started 5

2.1 Logging In 5

2.2 System Menu 5

2.3 New Registration 6

3. Using the System- Menu Information 8

3.2 Type Approval Flow 9

3.3 Self Labelling Process 16

3.4 E-Permit Process 19

3.5 Summary of the Documents and Process Flow 21

References:

Certification Policy HNCA-TAC-01/2

Self-Labeling Procedures to refer to SLP-PRO-01/3

E-Permit Procedures to refer to EP-PRO-01/4

Reviewed and Issued by:	Approved by :
Signature :	Signature :
Date :	Date :

1.0 INTRODUCTION

The purpose of this Client User Manual is to provide information to interested parties seeking Product Certification Scheme services from Harvestnet Certifying Agency (herein after known as HNCA) by using E2 Products' Database for the purposes of

1. New Registration as a Client to E2 Online Certification Platform
2. Products' Certification by Paper Evaluation: Type Approval of IoT, Communications and Multimedia Equipment/Services
3. Self-Labeling Process as a mean to the Certification Marking on their certified products that are based on HNCA Certificate of Conformity (CoC).

Harvestnet Sdn. Bhd. (Company No. 650668-A) is private limited liability company incorporated under the Companies Act 1965 on April 27th, 2004.

HNCA Certificate Policy (CP) applies to the services of HNCA that are associated with the issuance of and management of digital/printed certificates issued and managed by HNCA.

HNCA under the Certifying Agency License Approval of MCMC, provides the certification scheme for Type Approval Scheme for communications and multimedia products provides documentation assessment of type test report and evaluation of sample for issuance of Certificate of Conformity, CoC.

For more information:

Certification Policy (HNCA-TAC-01/2): Information and Requirements for Type Approval of IoT, Communications and Multimedia Equipment/Services

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1.1 System Overview

E2 Certification Platform (hereinafter known as E2), is application, which allows online application for Products Certification under Paper Evaluation, Self Labeling Process and E-Permit.

The application saves data collected to database for the use of related government agencies and stakeholders. E2 operates on WebApp which is suitable for desktop, laptops and mobile devices.

1.2 Organization of the Manual

The user's manual consists of three sections: General Information, Getting Started, Using The System.

General Information section explains in general terms the system and the purpose for which it is intended.

Getting Started section explains how to get E2 and presents briefly system menu.

Using The System section provides a detailed description of system functions.

2.0 GETTING STARTED

Getting Started section explains how to register with E2 as a NEW USER. The section presents briefly the system menu.

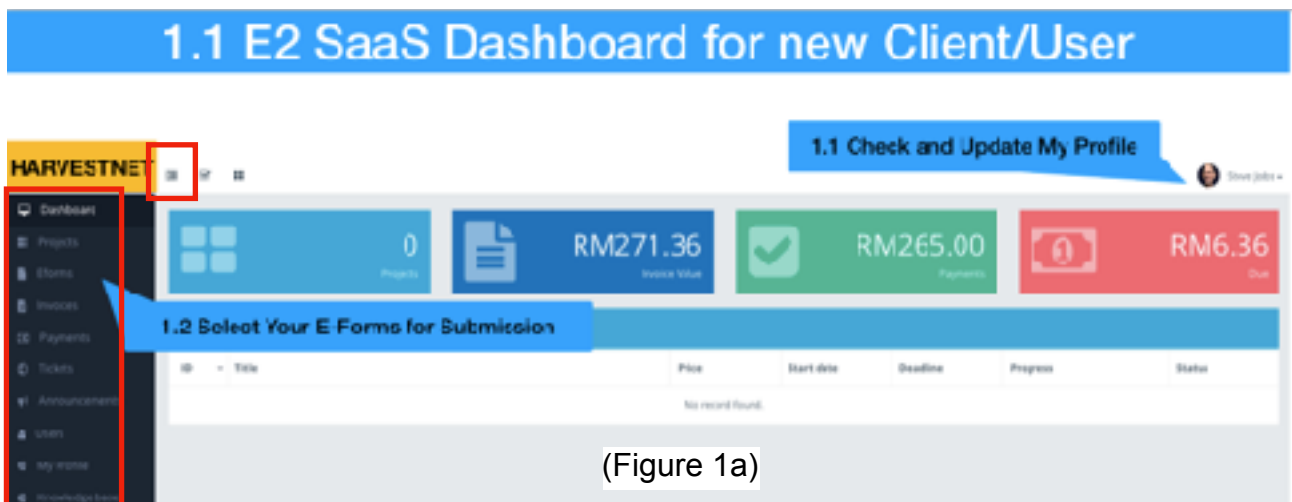
2.1 Logging In

Sign-up with E2 Certification Platform; available at <http://www.iot.upsizze.com>. Refer to Figure 1



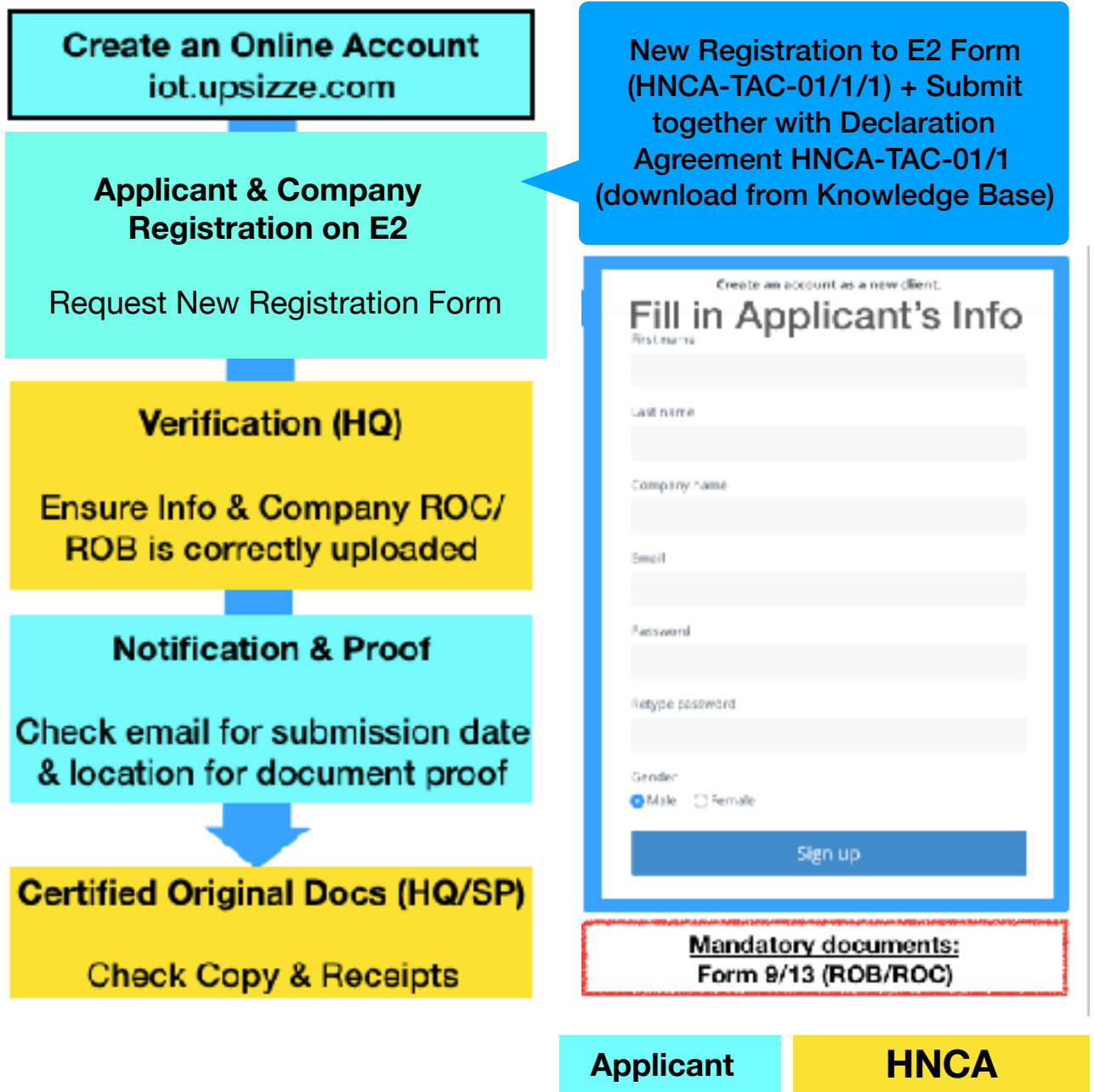
2.2 System Menu

E2 is a Dashboard is WebApp based. Refer (Figure 1a). Major control buttons of the program are located in Menu icon as highlighted in Red. Most of the Menu Bars have dropped down selection.



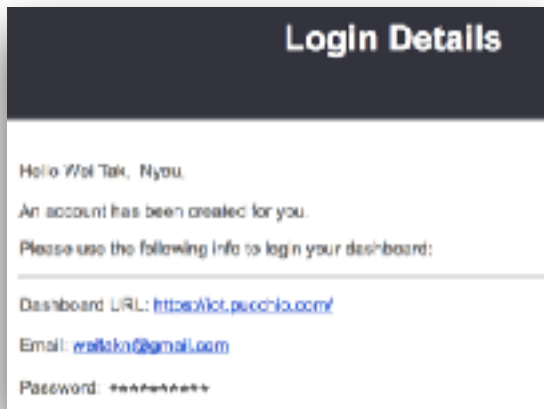
2.3 NEW REGISTRATION

The New Registration flow is as shown in Figure 2 below:



(Figure 2)

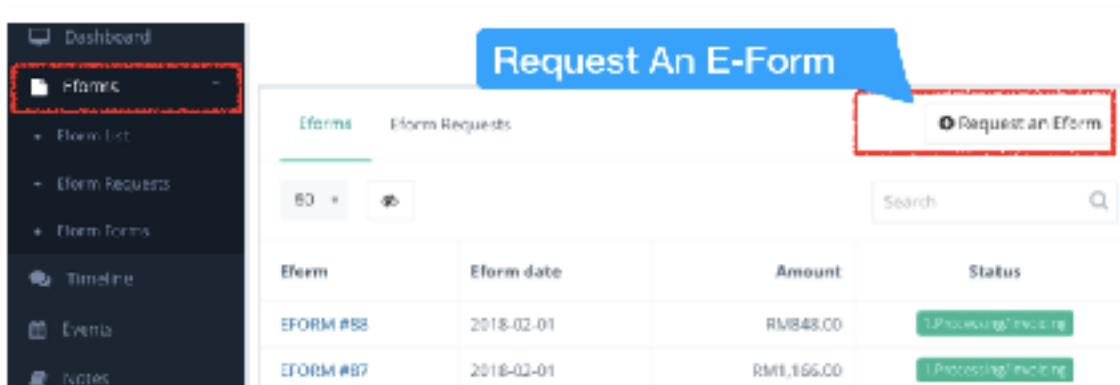
2.4 Email confirmation on your latest sign-up to Activate your account. After you have successfully created your Online Account with ID and Password, Then log in. You will reach the Dashboard as shown earlier.



Notification by E2

(Figure 3)

2.4.1 You are now READY to start your Online Applications. Click on the Menu Button: EForms. You can view your latest EForm Request. Please click Request for an E-Form icon to start applying for online application services. Figure 4.



(Figure 4)

2.4.2 The first application that you should do is New Registration to E2 HNCA-REG as a New Client (Figure 5).



(Figure 5)

2.4.3 For more details, Go to My Profile (refer Figure 6) and Fill up the necessary info within. Attach your company ROC/ROB copy. HNCA internal will verify your account when you bring your docs during first online services (Type Approval, SLP or E-Permit) application.



(Figure 6)

3.0 Using the System- Menu Information

3.1 E2 SaaS Platform consists of a few functions within the Menu for engaging Clients to related services and activities as stated below:

3.1.1 Dashboard

This provides Client with an overview of your account latest status within E2. Be it your on-going Projects Activities, Current Invoices, Payment Made and Dues to HNCA.

3.1.2 EForms (Main Function that Client will be using)

This is where you will be able to review your up to date Applications requests. As well as make new applications via Request an EForm.

3.1.3 **Invoices.** Review your list of Tax Invoices and status for each applications made before.

3.1.4 **Payments.** Review the list of Payments for amount and methods made.

3.1.5 **Projects.** Specific Projects that Client maybe involved in. eg Market Surveillance Reporting

3.1.6 **Tickets.** Client may request for certain services which is NOT within our scope of EForms.

3.1.7 **Announcements.** Latest Announcement pertaining industry, Technical Specifications changes etc

3.1.8 **Users.** Client can add more Users from own Company by Sending out Invitation.

3.1.9 **My Profile.** Client can edit latest Personal Information to reflect current info.

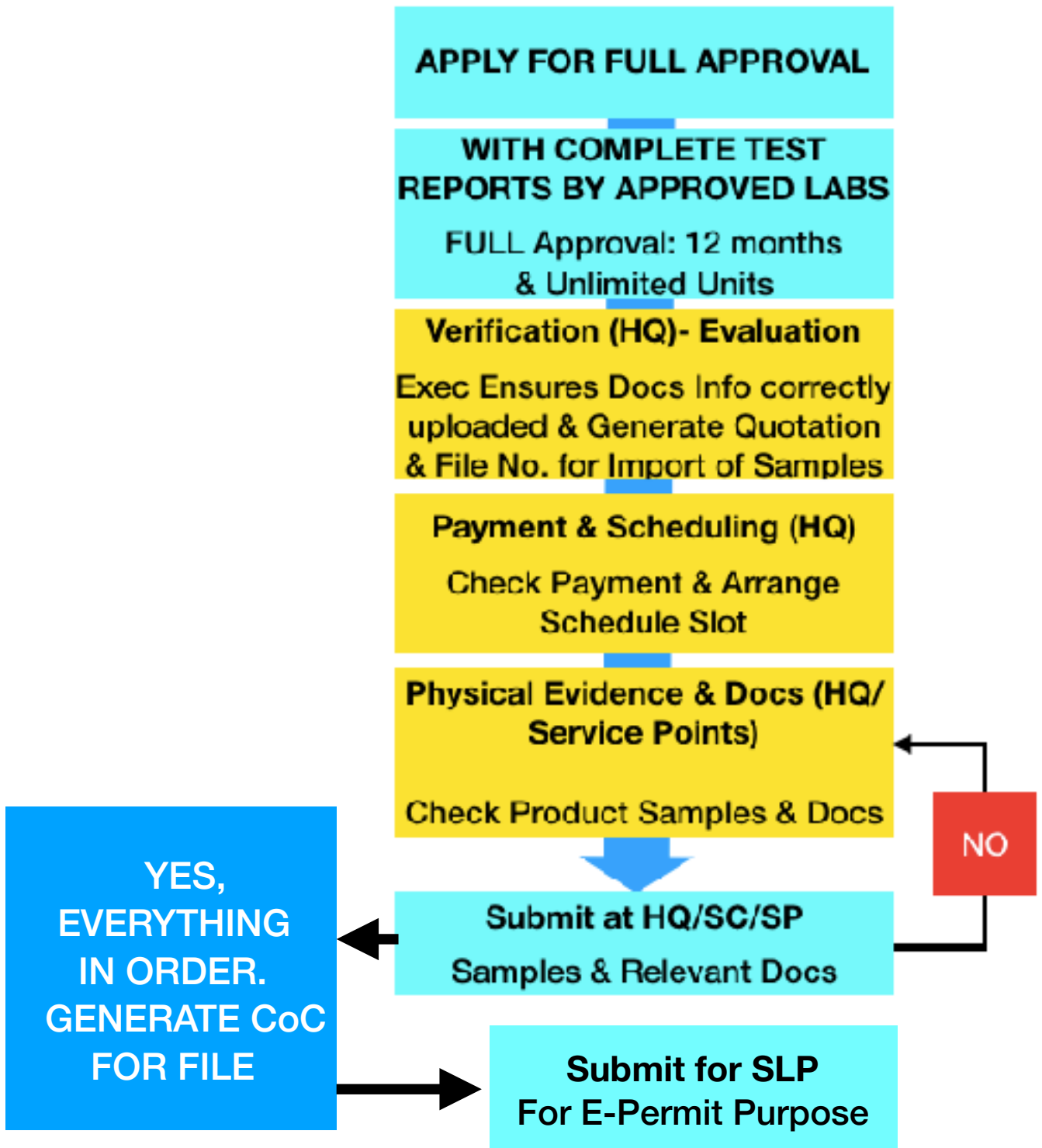
3.1.10 **Knowledge Base.** Get to know E2, Requirements and Self-Help Support Materials here.

3.2 Type Approval Flow

As shown in Figure 7 via E2 Online (EForm- Request An

EForm):

New Type Approval & Technical Checklist (Paper Evaluation- Normal/ Express) TN/TE-FM-01/02/1



(Figure 7)

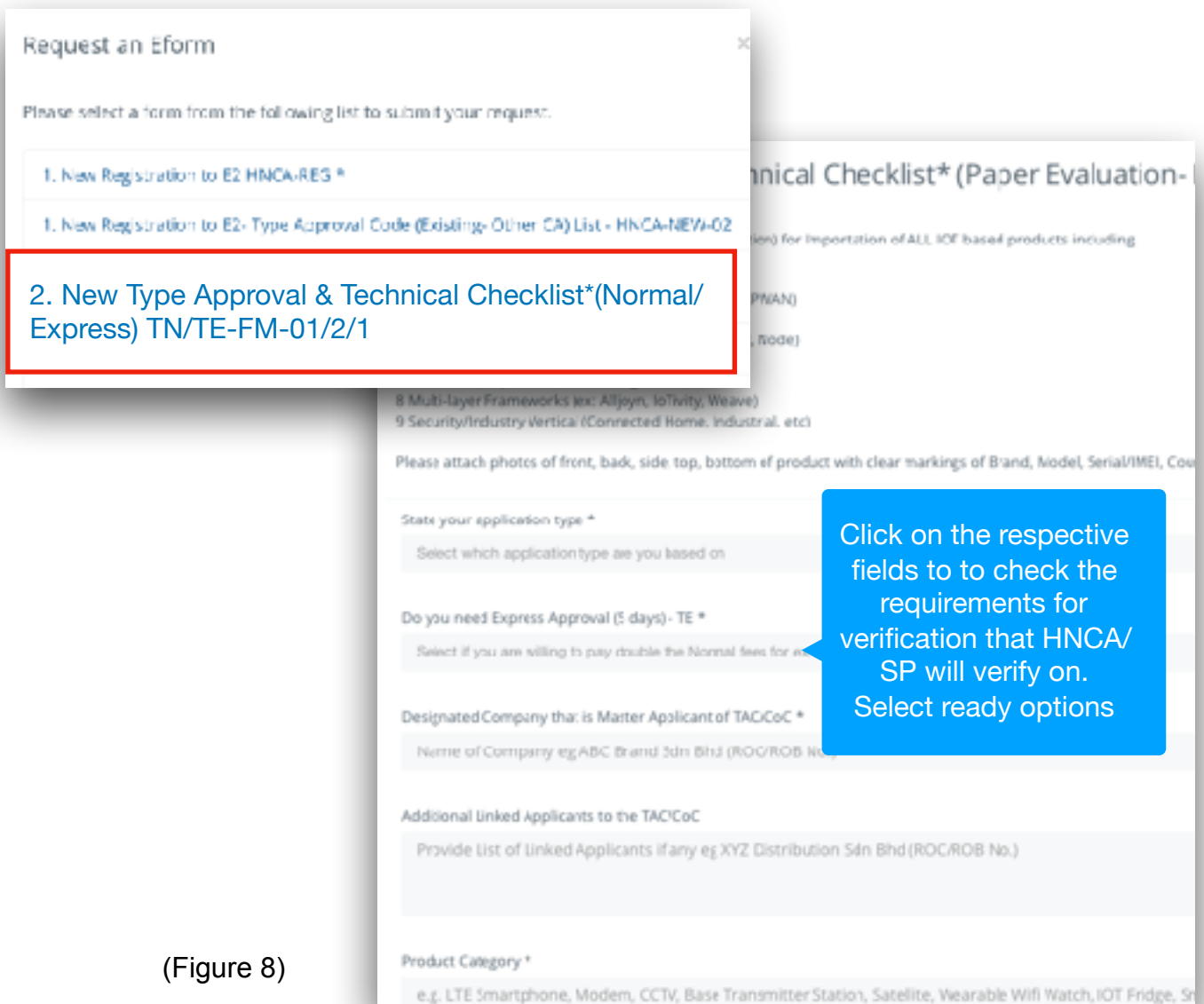
3.2.1 Type Approval Application: Clients MUST read, understand and sign-off where necessary (Documents within Menu: Knowledge Base) before applying.

- i. Declaration Agreement (for Certification and Compliance Approval of IoT, Communications and Multimedia Equipment/Services (HNCA-TAC-01/1)
- ii. Certification Policy: Information and Requirements for Type Approval of IoT, Communications and Multimedia Equipment/Services (HNCA-TAC-01/2)

3.2.2 HNCA-TAC-01/1 must be printed out, signed and endorsed with Company Stamp.

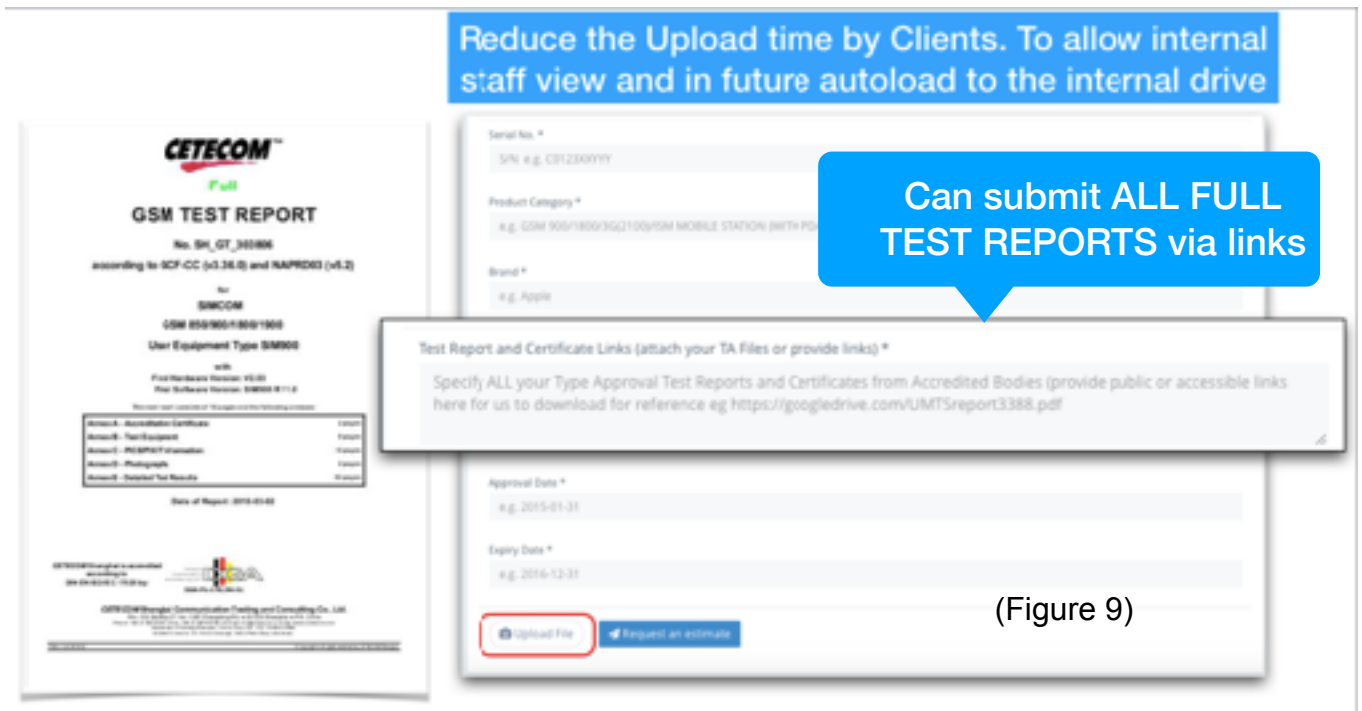
This original copy is then submitted when you send in your first application to HNCA for verification along with your ROC/ROB document.

3.2.3 New Type Approval & Technical Checklist (Normal/Express) Application TN/TE-FM-01/2/1 as per Figure 8 below shall be filled up with the best knowledge on technical specifications and latest test reports from accredited labs and within 5 years' period of validity.



(Figure 8)

3.2.4 In order to save time for uploading and adopting paperless application, test reports links can be submitted in the application form or via email (please state in the relevant field). Figure 9



(Figure 9)

3.2.5 Client may seek more information in regards with our online applications from the nearest Service Points near you by referring to the latest list within our Knowledge Base section. Refer Clause 3.2.3 Certification Policy HNCA-TAC-01/2 for more info.

3.2.6 If you require professionally trained Consultant/Agent assistance in your online applications, you may also refer to the List of Consultants within our Knowledge Base section. Refer to Clause 2.1.2 Certification Policy document for more info.

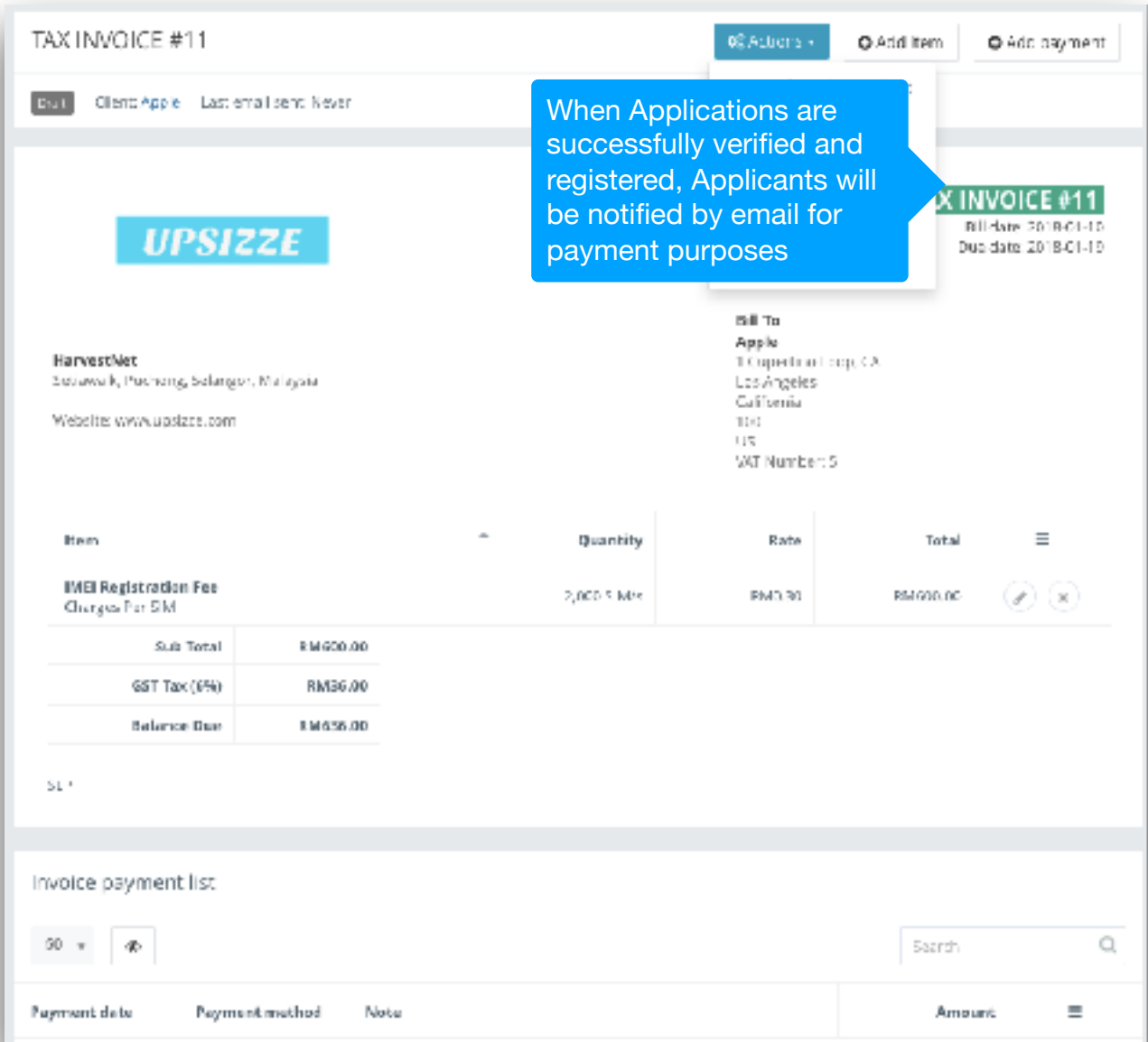
3.2.7 If you have made the necessary payment during your application (as you may be well-versed with the Application Fees required, you may attach the payment slip)

3.2.8 After submission, kindly check your applications via the EForms List for your status update along the process pipeline. Take the next action based on the status. Figure 10

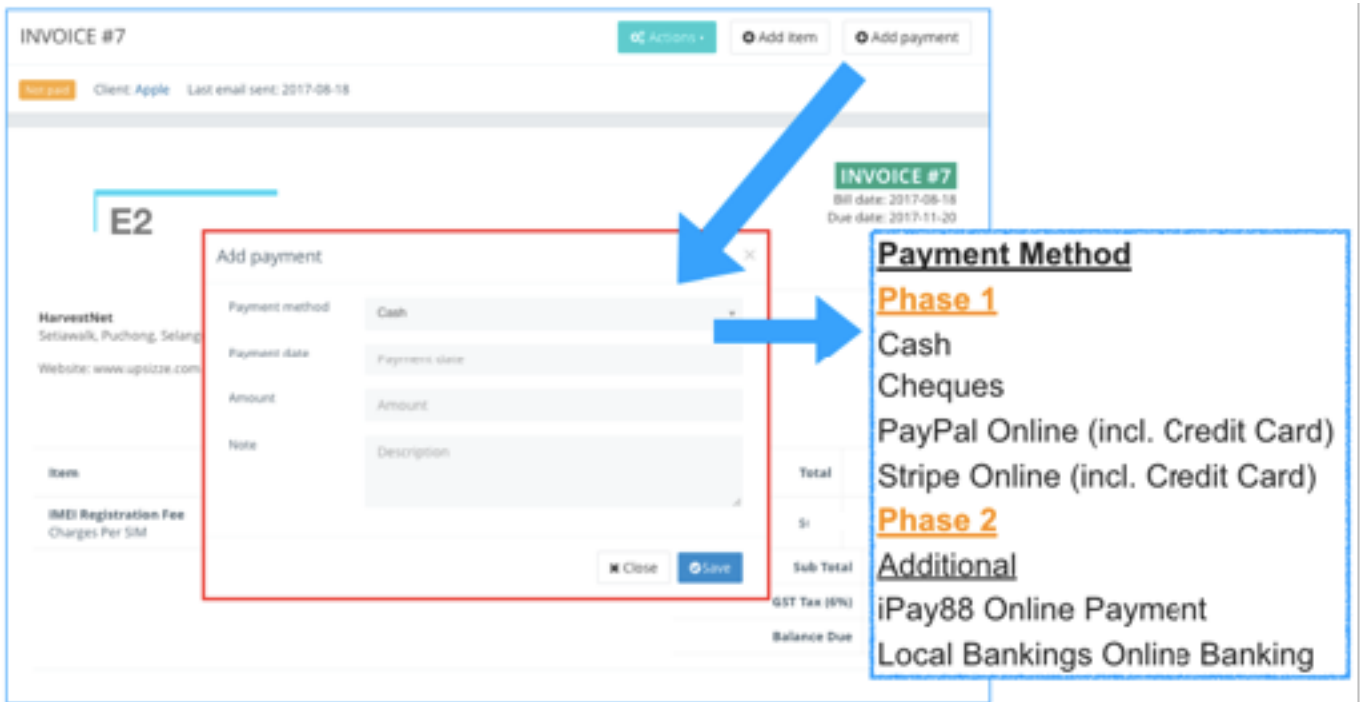
Eform	Eform date	Amount	Status
EFORM #85	2018-02-01	RM848.00	1 Processing/Inclong
EFORM #87	2018-02-01	RM1,166.00	1 Processing/Inclong

(Figure 10)

3.2.9 HNCA will prepare an automated invoice for you to make the necessary fees payment. You can check on the Invoice status Figure 11 and Payment Method Figure 12.



(Figure 11)

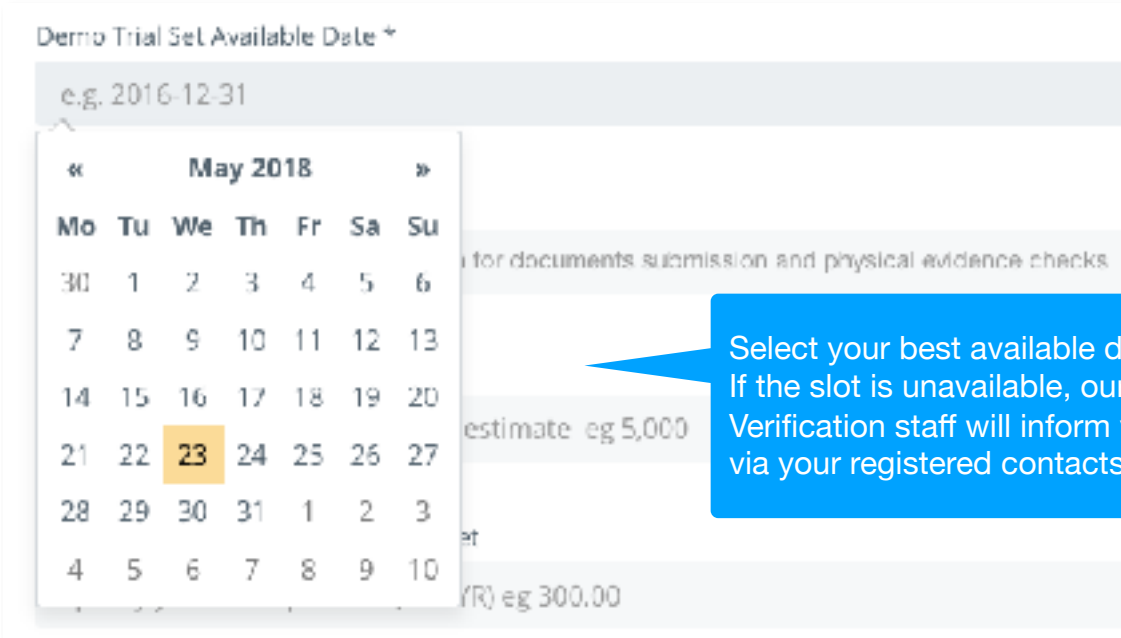


(Figure 12)

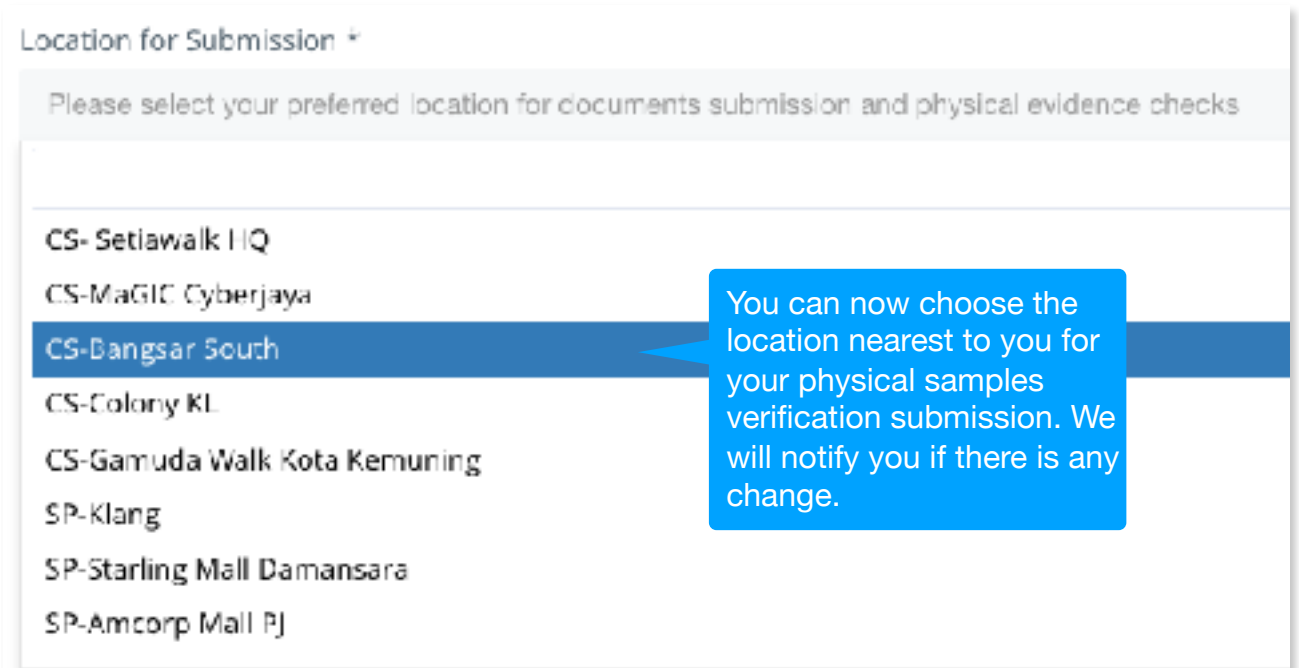
3.2.10 HNCA will assign you the relevant slot for representative, time and venue in order for you to bring the necessary documents (Declaration Agreement & Company Docs for 1st submission, bank in slip etc), product samples and related submission materials (copies of test reports if not provided during online application). Please check the online or your email for notification on the appointment slot. You will be verified on the spot. Refer to 3.2.12 for how to set your Date of Submission and Selecting your location.

3.2.11 Any changes to your appointment due to unforeseen circumstances and issues related to product samples invalidity, refer to Clause 5.2 Certification Policy HNCA-TAC-01/2

3.2.12 Selecting your own Demo Trial Set Available Date and Location is made easy with our fields found within the TAC Application online forms. Select the correct date that you can attend in person and bring along the necessary documents and production sample units as per Figure 11.a & 11.b



(Figure 11.a)



(Figure 11.b)

3.2.13 The Verification Process requirement fields are for Internal Verification on the Demo Set physical evidence and documents purpose. Please view for your own guidance and select the documents and product verification options that you have prepared for day. See Figure 11.c & Figure 11.d

The screenshot shows a web form titled "Verification on Documents and Physical Evidence". It contains several sections: "Corporate Documents" with a sub-header "Please select the documents checked"; "Product Documentation"; "Product Physical Evidence Checking" with a sub-header "Please check the actual product sample for evaluation"; "Product Samples handover/return" with a sub-header "After evaluation, please do the following actions"; and "Any additional comments by Service staff or HNCA officer" with a sub-header "Please comment here your extra findings". At the bottom, there are two buttons: "Upload File" and "Request an Eform". Two blue callout boxes provide instructions: one points to the "Corporate Documents" section, stating it is important to know the step-by-step verification process and to select necessary documents and product specifications; the other points to the "Request an Eform" button, stating to upload necessary documents (like Test Reports, Distributor Assignment letter, or Bank-in Slip) and then press "Request an Eform" to submit the application.

(Figure 11.c)

Product Physical Evidence Checking

A list of verification criteria for product physical evidence, each preceded by a blue checkmark icon:

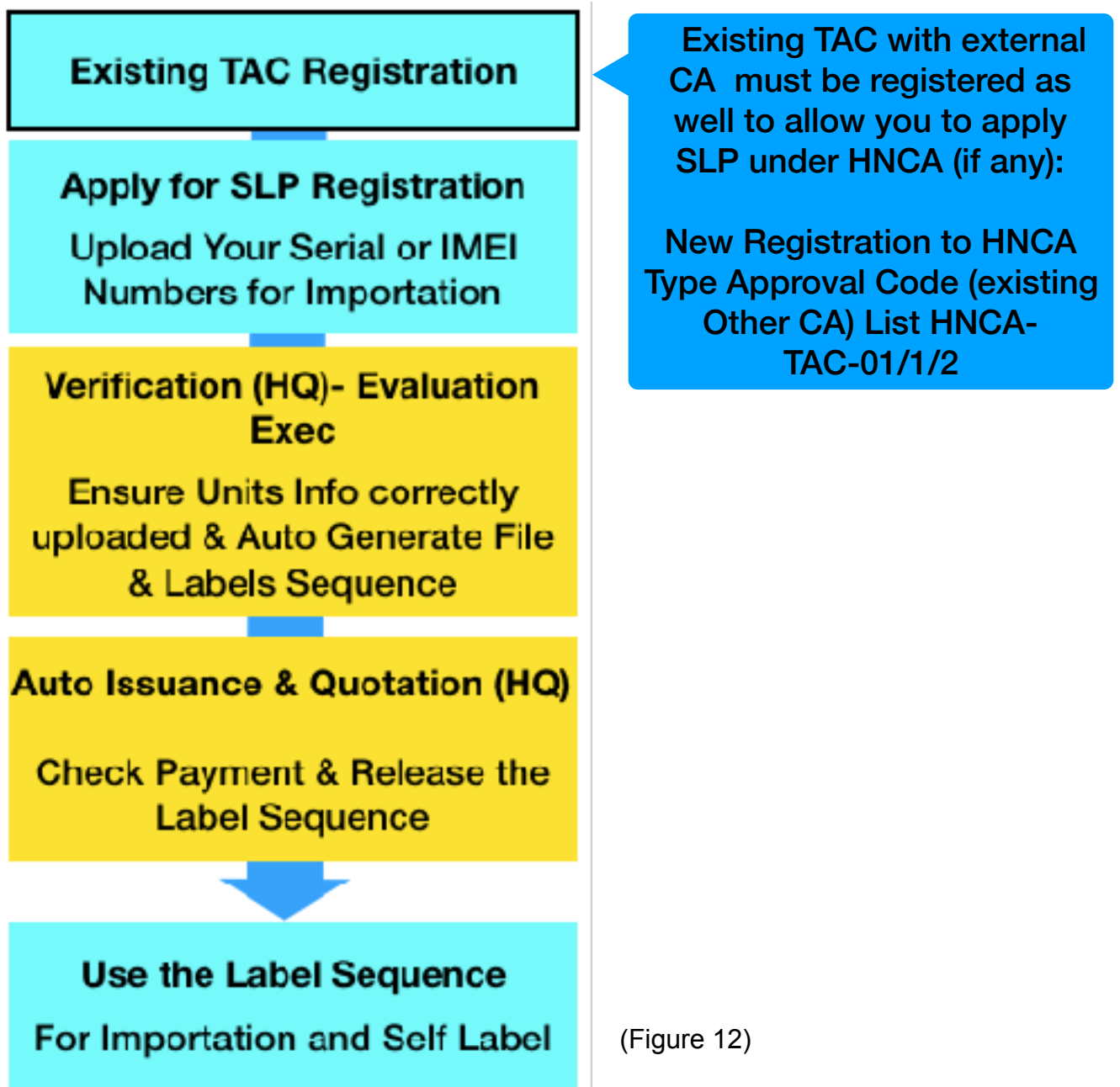
- Product Sample is Production Unit
- Product Sample is the Correct Model as per Application
- Product Sample has clear markings of Serial/IMEI/ID
- Product Sample is Operational with clear Menu and Functions
- Product is complete with Charger and accessories as listed

(Figure 11.d)

3.3 Self Labeling Process

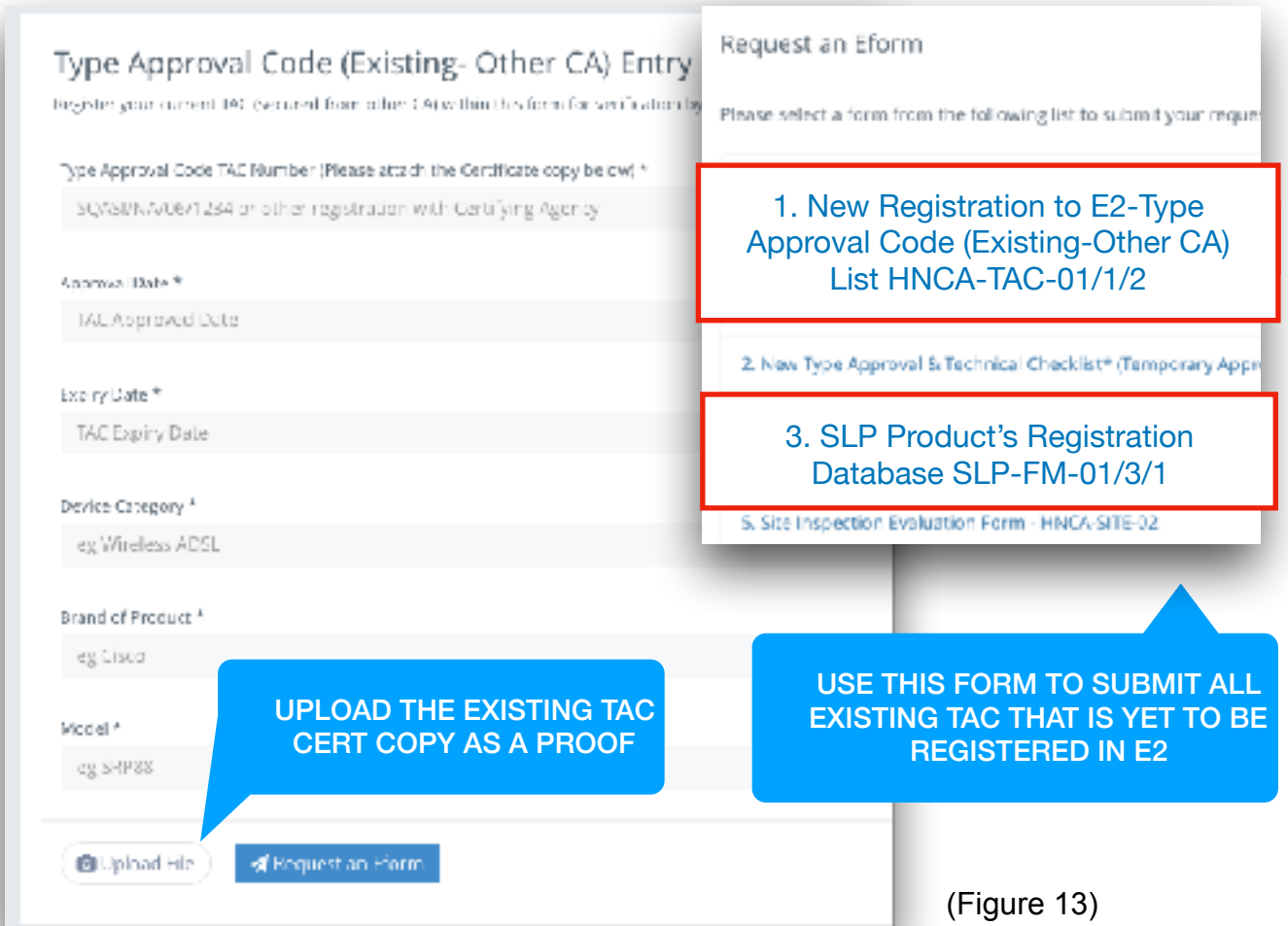
Clients seeking Self-Labeling Process as a mean to the Certification Marking on their certified products that are based on Harvestnet Sdn Bhd Certifying Agency's Certificate of Conformity (CoC).

3.3.1 Self Labelling Process Flow is as per shown in Figure 12



(Figure 12)

3.3.2 If you have **EXISTING TAC** registered with **other Certifying Agency**, please use **New Registration to E2 - Type Approval Code (Existing- Other CA) - HNCA-TAC-01/1/2** to update all your TAC list with E2 before you do submission of Self Labelling Process (SLP). Refer Figure 13



(Figure 13)

3.3.3 Self Labelling Process (SLP) Form SLP-FM-01/3/1 is the Online Form to be used for applying new labels for new shipment. Refer to Figure 13 a.

3.3.4 Submission of the label quantities will be based on the shipment of units that you want to import/sell for local market. All fields will be similar to the current SLP process that you undertake currently with other authorised agencies.

3.3.5 Our system will notify you the error if any pertaining to Duplicate or Unmatched Units

3. SLP-Products' Registration Database- SLP-FM-01/3/1

To secure your product's IMEI and Serial Number within Single Database for security and traceability.

Read Terms and Conditions: Certification Mark for Self- Labelling (SLP) of Certified Communications Products in Malaysia HNCA -TAC-SLP-01; to understand prior to using this service.

Terms & Conditions are binding to interested parties seeking Self- Labelling Process as a mean to the Certification Marking on their certified products that are based on Harvestnet SdnBhd Certifying Agency's (hereinafter referred to as "HNCA") Certificate of Conformity (CoC).

Registration Number
 SQASI/NA/06/1234 or other registration with Certifying Agency

Type Approval Code *
 TAC Number for you: Paper Certification or Test Report eg RAKV/22B/0308/ or HN20180525000102TN

Type Approval Expiry Date *
 TAC Expiry Date

KForm Type *
 Select your KForm ▼

K1/K2/K3/CJP-1 Number*
 Station-1-MM-K1 Number eg H10-1-01-00001

PERMIT-1
 SIR

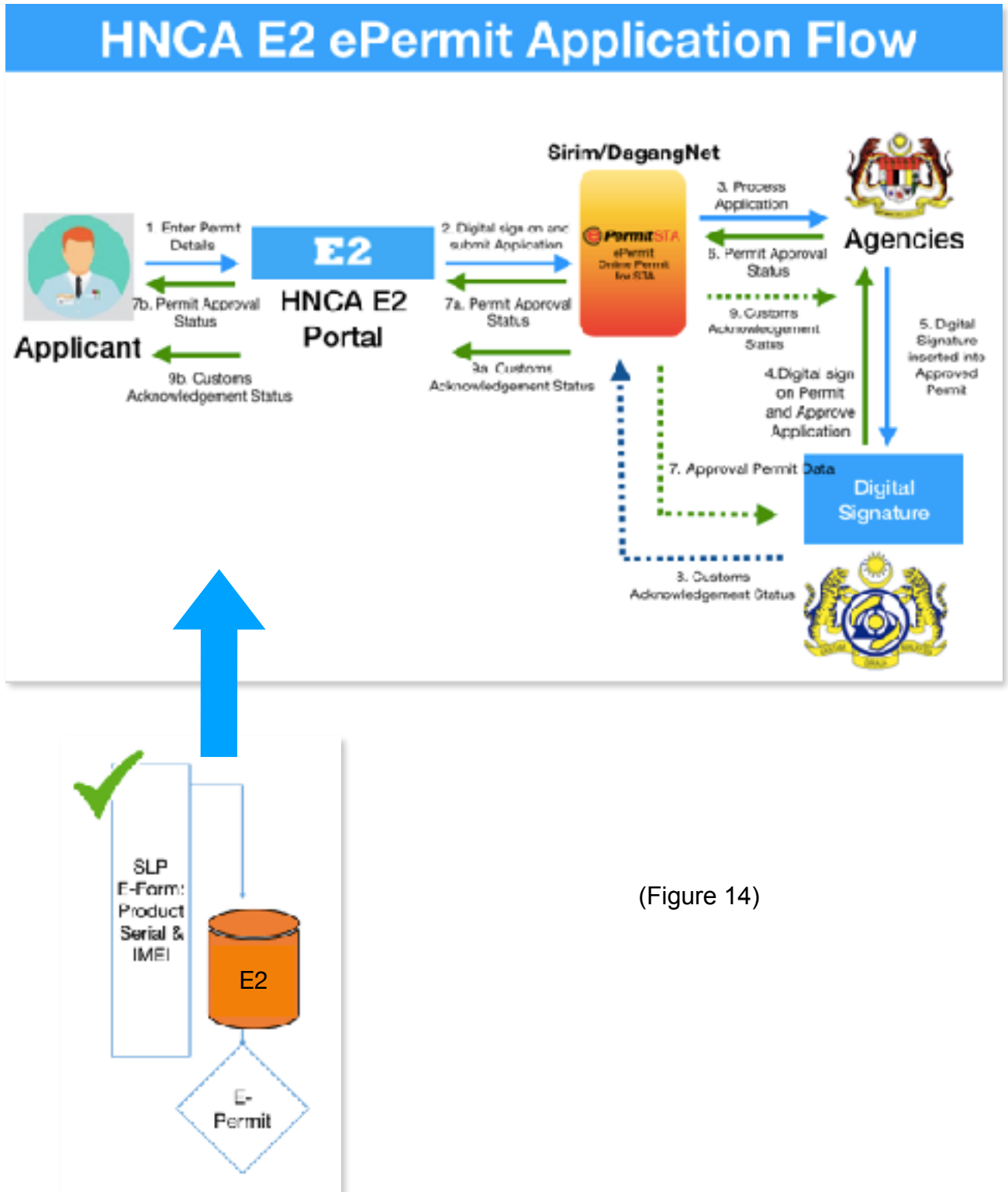
Brand *

(Figure 13.a)

3.4 E-Permit

E-Permit is managed by separate entity under the approval of Ministry of Finance.

Only with the SLP EForm filled up and approved that you can be allowed to import any products. Please refer to Figure 14 for Application Flow.



(Figure 14)

3.4.1 Kindly follow the standard application process and filling up of the E-Permit Form EP-FM-01/4/1. Our backend will be synchronised to the existing database within MoF or E-Permit agencies for approval. Figure 15

4. E-Permit Application Form- EP-FM-01/4/1

By applying and submitting E-PERMIT for Imports of Regulated and Non-regulated IOT Goods/Products using this online form, you and your related parties agree to the TERMS & CONDITIONS below:

1. ALL Information provided are true and accurate for the approval requirements of E-Permit
2. ANY changes to the information provided MUST be informed to us immediately
3. Undertake to pay ALL costs of the application before any processing work
4. ANY information related to the application will be permitted by you for the release and sharing with the government authorities or auditing/inspection parties for reports and statistical purpose
5. You will NOT hold us or any related parties liable for any issues related to the application of the E-PERMIT; and agree to pay for any surcharge, or any charges related to cancellation, re-application, rejection of the E-Permit.

Importer Name *
Provide your Name eg John Rahman

Importer ID *
Provide your ID Number eg IC Number or Passport

Purpose *
Select the Purpose for this Shipment

Do you have a pre-registered Common ID-CID or Certificate Holder ID-CHID? *
Let us know if you have the above with another local authority? ▼

If yes, please let us know the CID/CHID:
eg: CID/F15000012

Product Serial Number/IMEI
Provide the Serial/IMEI Number or Attach the file (.csv, .txt, .xlsx)

Clearance Agent
Name of Agent for Shipping/Logistics

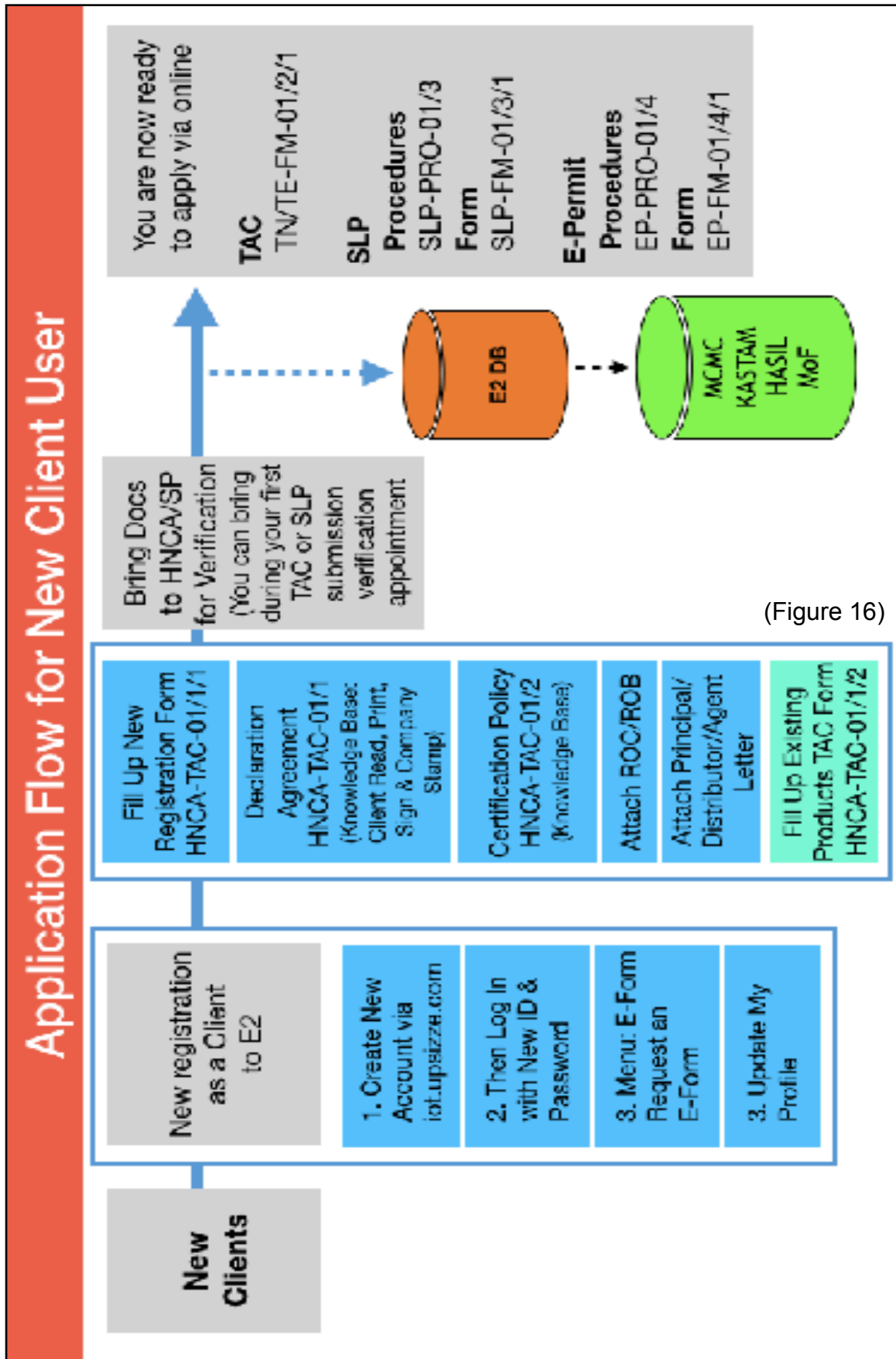
Clearance Agent Address
Details of Address

Contact Person (Provide if another person is collecting it)
Name of Contact Person

(Figure 15)

3.5 SUMMARY OF THE DOCUMENTS AND PROCESS FLOW

Refer Figure 16



(Figure 16)