Infocomm Media Development Authority (IMDA)

SMEs Go Digital Pre-Approval System (SGDPAS)

Pre-Approval System User Manual

Version 3.1

Table of Contents

1. INTRODUCTION

This User Manual illustrates the features of **Pre-Approval System** through a step-by-step approach. It serves as a guide for **Vendors** to create, maintain, and update their profile as well as to submit checklists and applications for their digital solutions under their respective accounts.

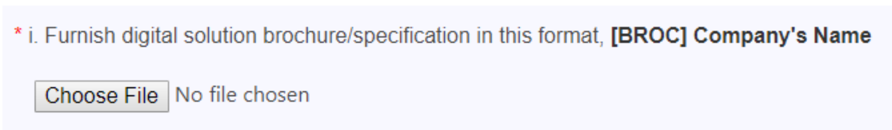
General Guidelines

1.1 Browser & Screen Resolution

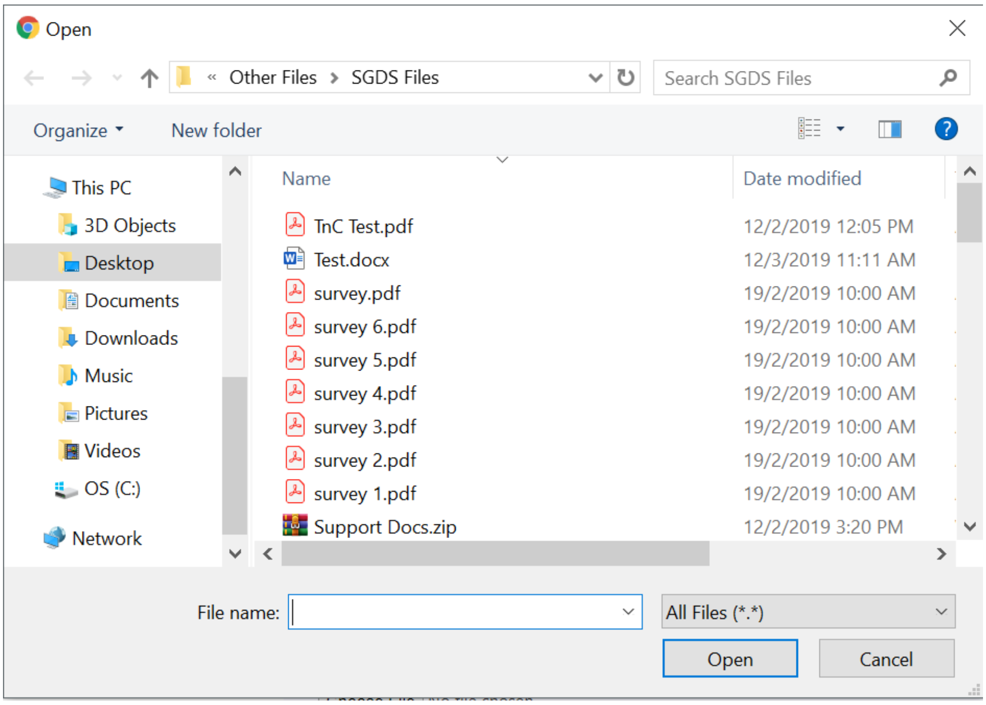
- You should use the recommended internet browser Google Chrome to access the system.
- The recommended screen resolution would be 1920 x 1080, the minimum resolution would be 1366 x 768.

1.2 Forms

- **Compulsory Fields**
  - Mandatory fields are denoted with a red asterisk (*).
  - These fields must be filled in to submit the e-form.
- **Date Fields**
  - Date must be selected from the calendar icon.
- **File Uploads**
  - Each file upload is limited to 10MB in size.
  - Acceptable file type(s) is/are as specified in each of the file upload fields. If the file type is not allowed, an error message will be displayed as "Invalid file type. Please upload the following file type(s) that is/are allowed: <file types>".
  - Filename must not exceed 50 characters and only consist of uppercase letters (A-Z), lowercase letters (a-z), digits (0-9), and selected special characters ("_" and "(" and ")" and "–").
  - To upload a file

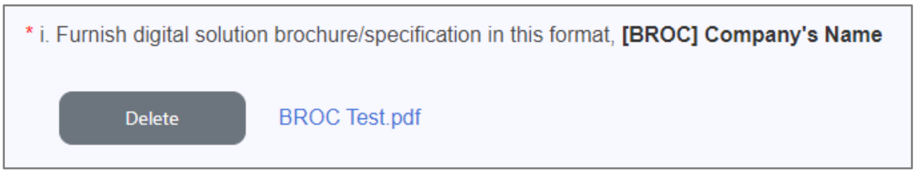


a. Click the **[Choose File]** button which will display the pop-up window.



b. Select the desired file and click open to upload the file

- To delete a file



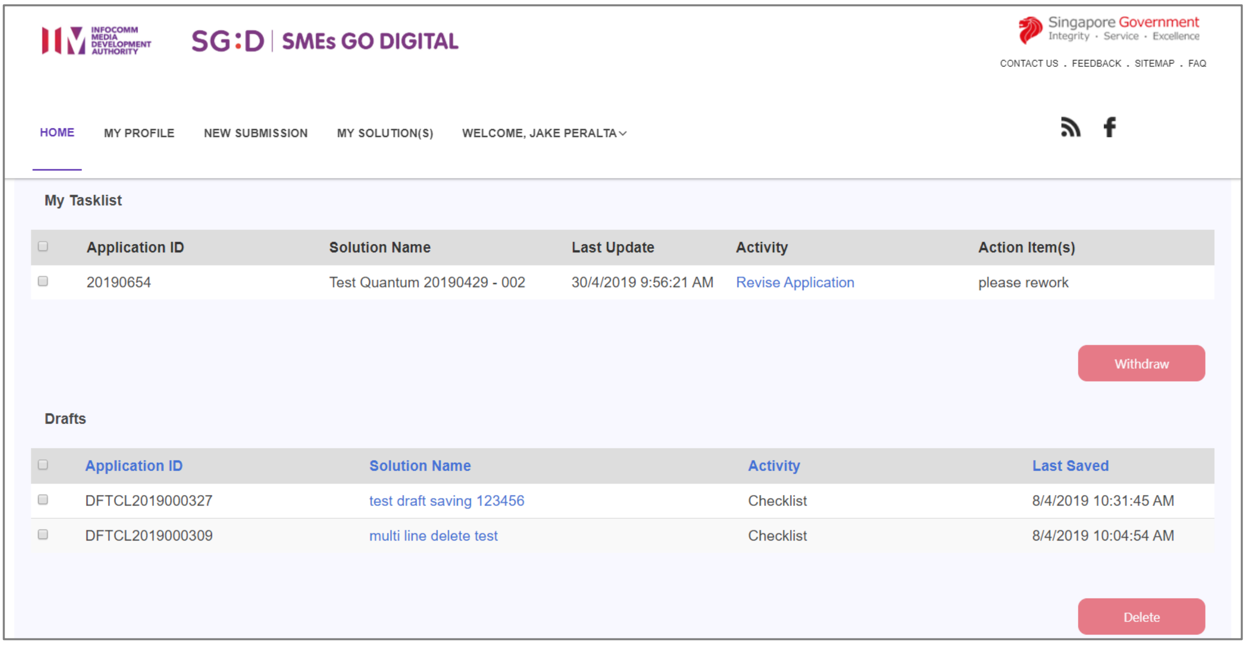
a. Click the **[Delete]** button to remove the file.

- **Error message**

- Error message is displayed below a field to aid the user to rectify an erroneous entry or non-entry.

1.3 Workflow

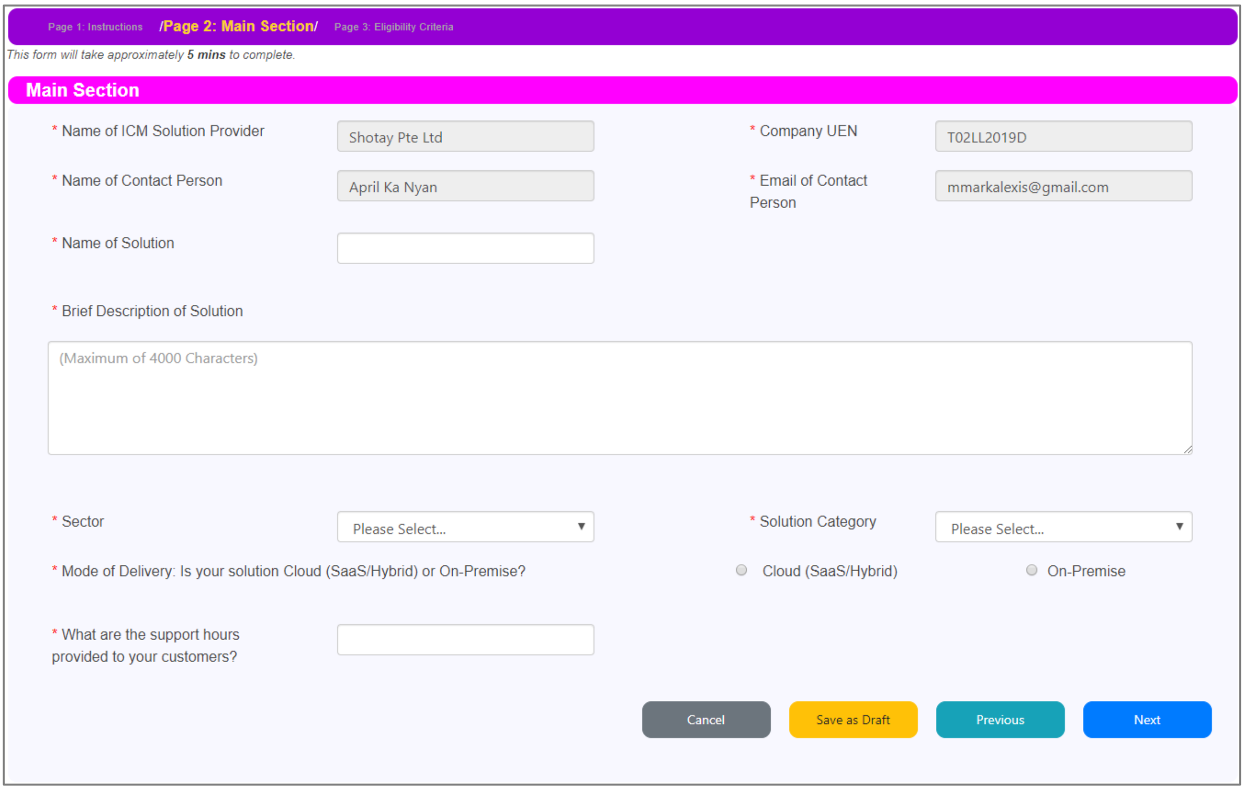
- **Perform Tasks**



Once logged in, you will see the **[My Tasklist]** table and **[Drafts]** table on the Home Page. The Tasklist table consists of pending activities that require action from the vendors.

Any task that has been performed or completed will be cleared from this task list.

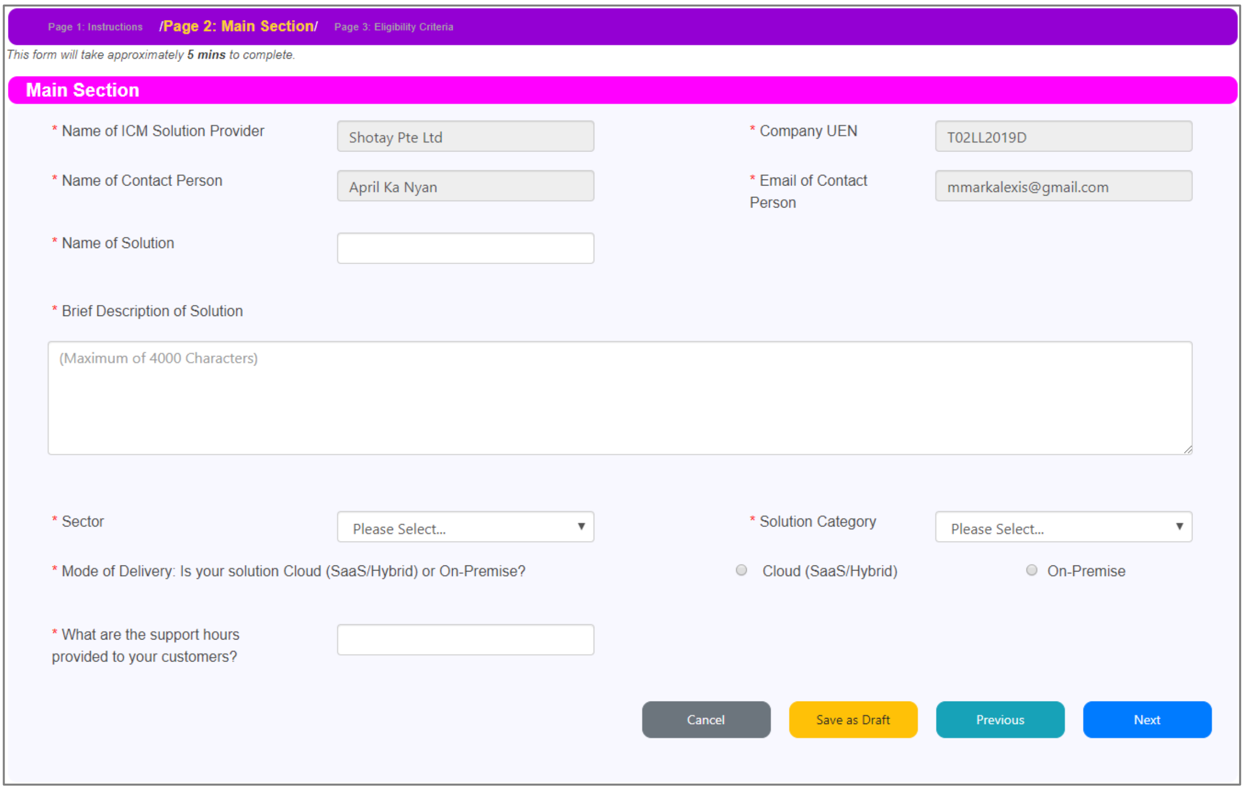
- **Activity Form**



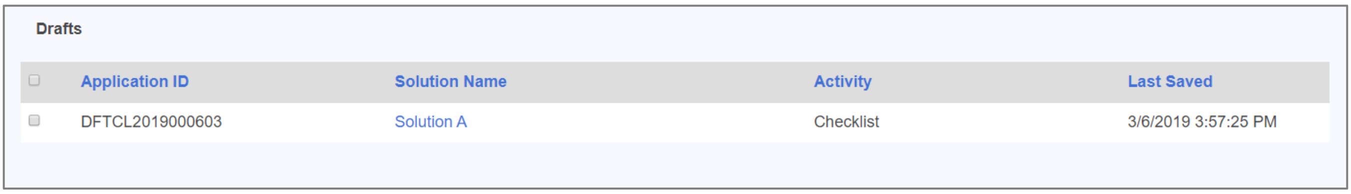
A Form consists of Sections, Applicable Fields, and Main Action buttons located at the bottom right section and they are as follows:

- **Cancel** - This action will temporarily cease the processing of the form. Clicking on this button will redirect you to the Home / Tasklist page.
- **Save / Save as Draft** – This action saves the information in the form; and will appear as a record in the Draft table. You can then retrieve the draft to resume the submission of the form.
- **Previous** – This action will redirect the user to the previous page
- **Next** – This action will redirect the user to the next page
- **Submit** – This action completes the activity and routes the form to the next step of the process.

- ## Save as Draft



When submitting an application, you can save the application as a draft by clicking on the **[Save as Draft]** button located at the bottom of the form. It is a good practice as doing so will save all information entered in the forms preventing any loss of information due to reasons such as loss of internet connection or accidental close of browser. Once the **[Save as Draft]** button is clicked, you will be redirected to the home page.

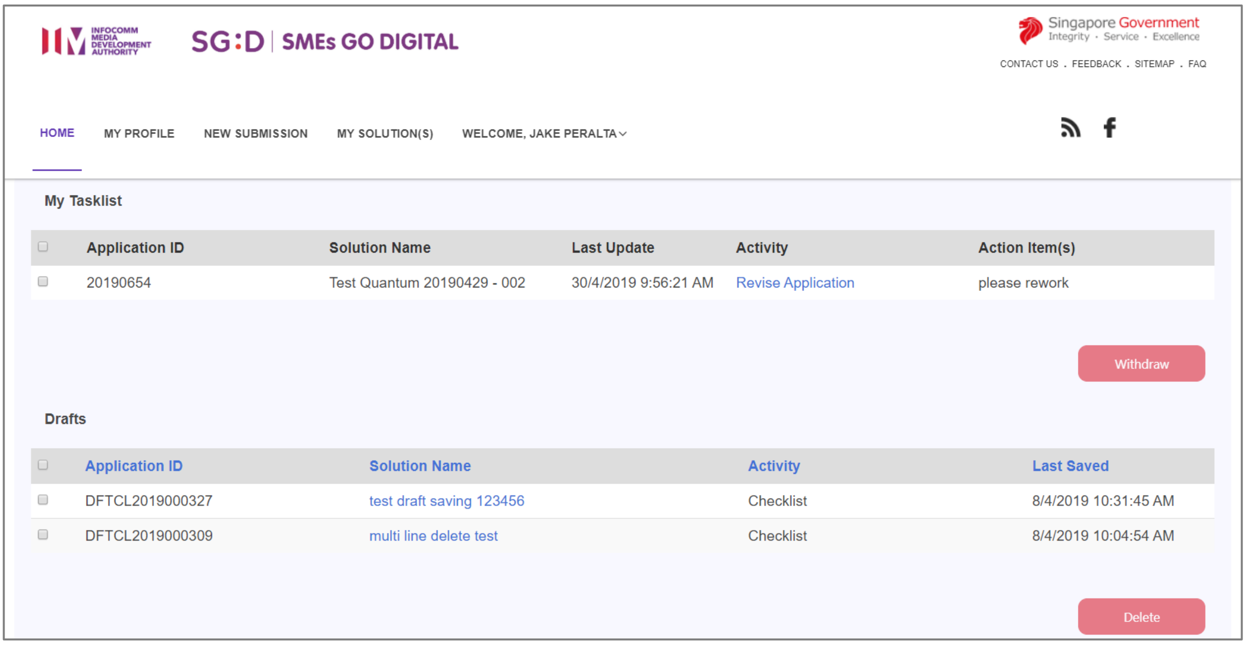


Drafts

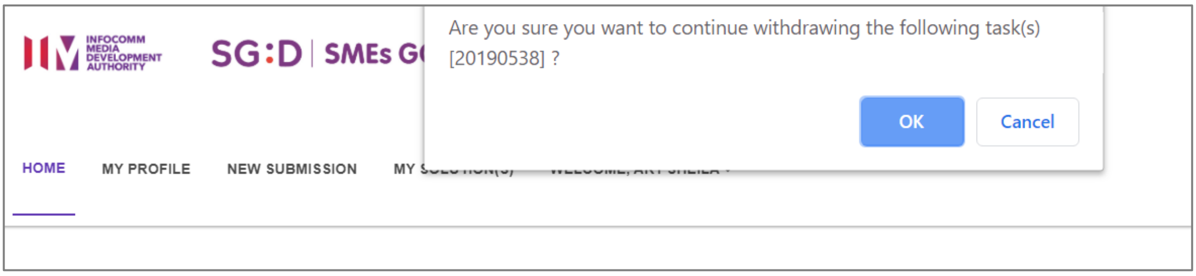
Application ID	Solution Name	Activity	Last Saved
DFTCL2019000603	Solution A	Checklist	3/6/2019 3:57:25 PM

You can continue to work on the draft application by clicking on the **[Solution Name]** hyperlink which is located on the **[Draft]** table on the home page. This will redirect you to the form to continue your submission.

- **Withdraw Tasks**

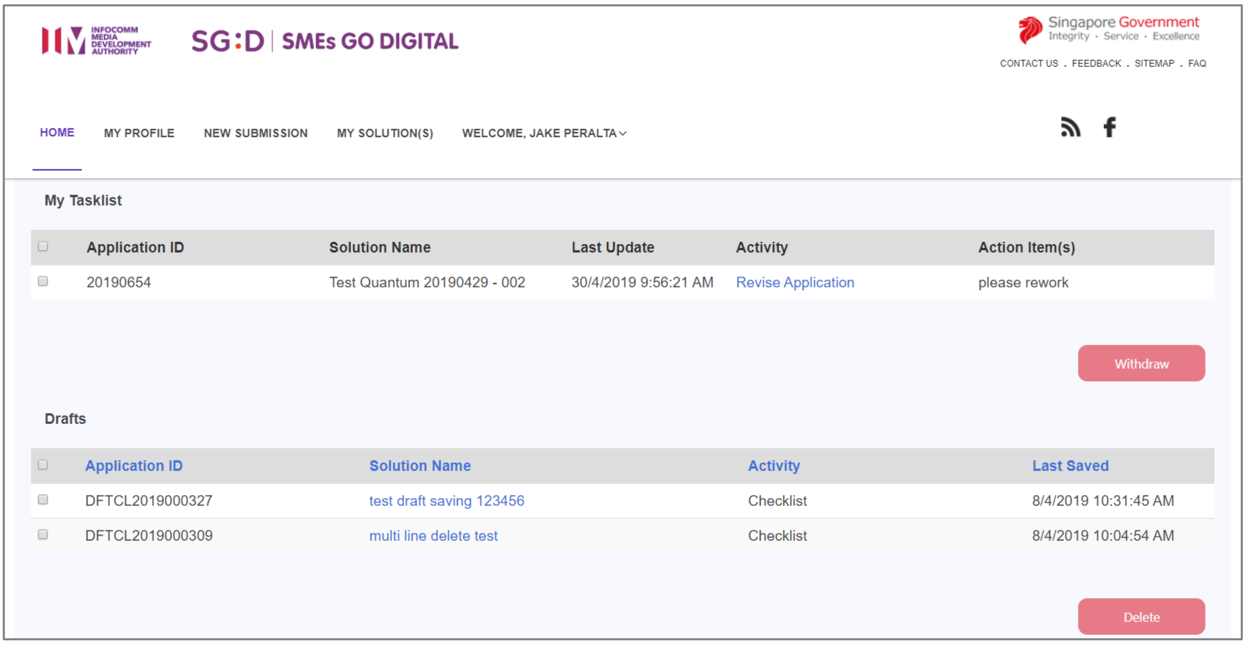


You will have the option to withdraw ongoing applications by selecting the respective applications via the checkbox on the **[My Tasklist]** table and click on the **[Withdraw]** button.

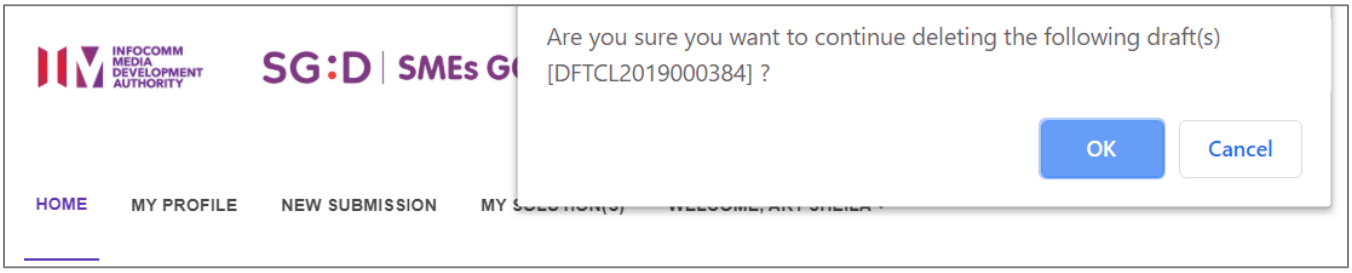


A confirmation pop up-window will be displayed to confirm the task withdrawal. Click the **[Ok]** button to withdraw. You will then receive an email notification confirming that the application has been withdrawn. Refer to Appendix 7.1

- **Delete Drafts**

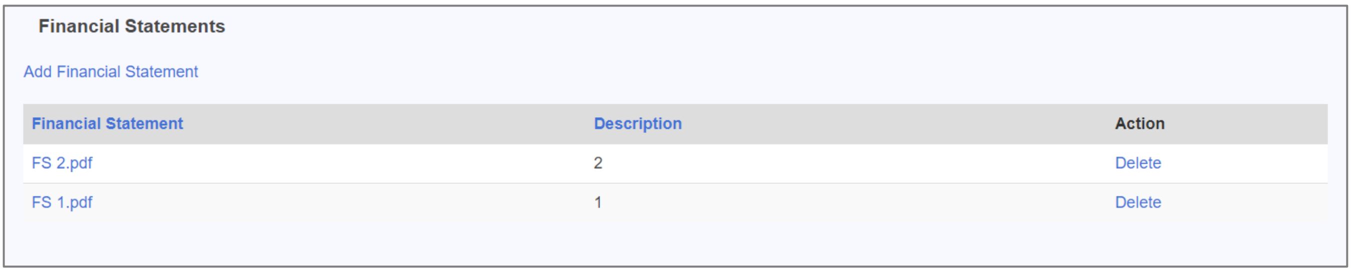


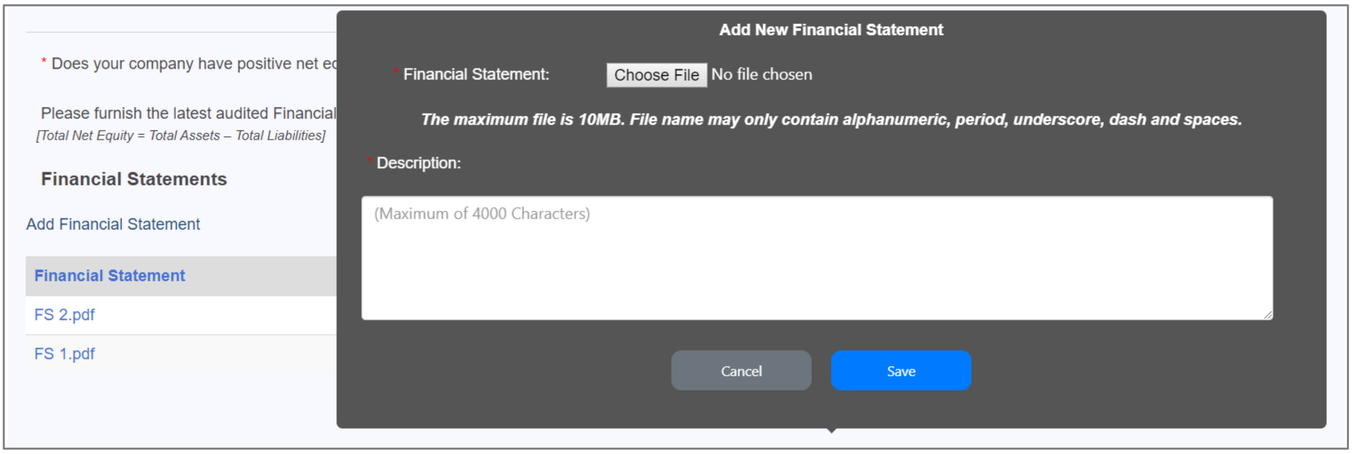
You can delete draft applications by selecting the respective applications via the checkbox on the **[Drafts]** table and click on the [Delete] button.



A confirmation pop-up window will be displayed to confirm the draft deletion. Click the **[OK]** button to delete.

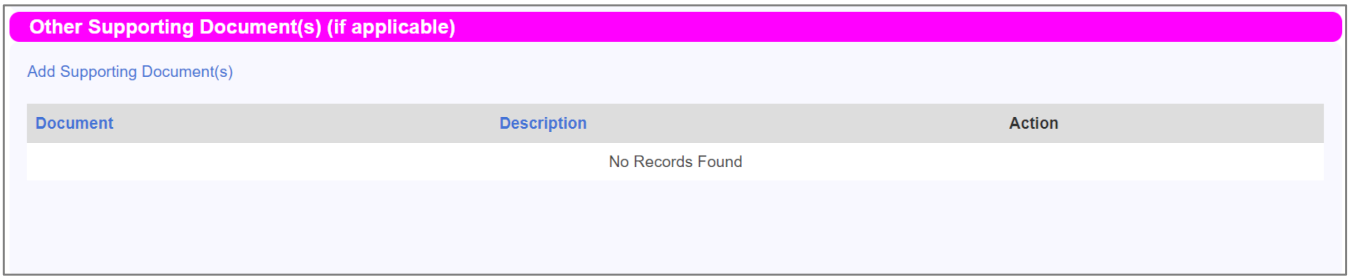
1.4 Multi-record Section



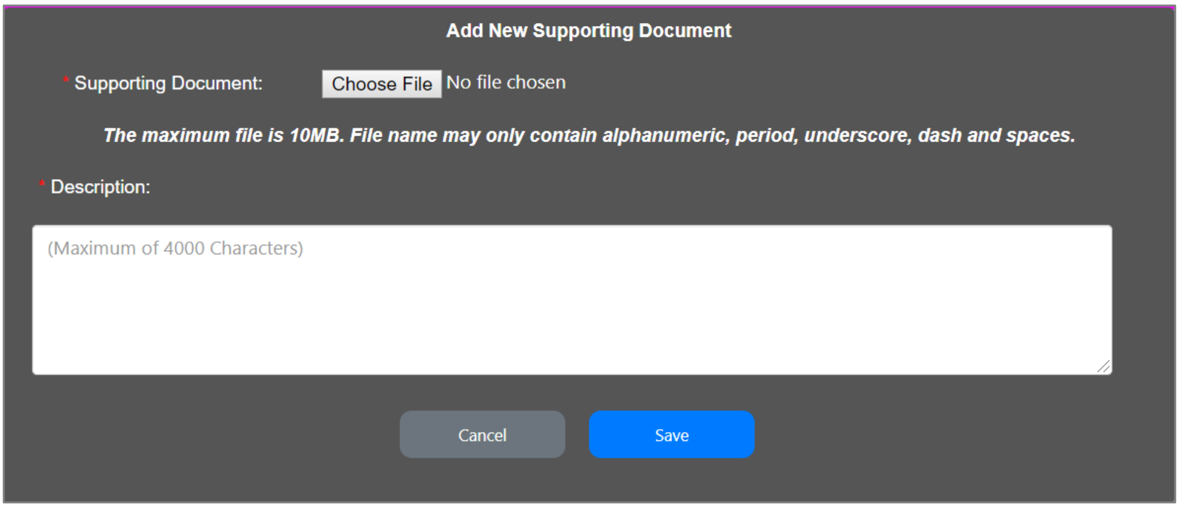


- For a section that requires multiple record entries, the section will have a table to display all the records.
- Click on **[Add]** hyperlink will display a pop-up window to add record.
- Fill up the details in the pop-up window, click **[Save]** button will insert the record and close the pop-up window.
- Click on **[Cancel]** will close the pop-up window.
- Click on **[Delete]** hyperlink on the multi-record table to delete a record

1.5 Supporting Document

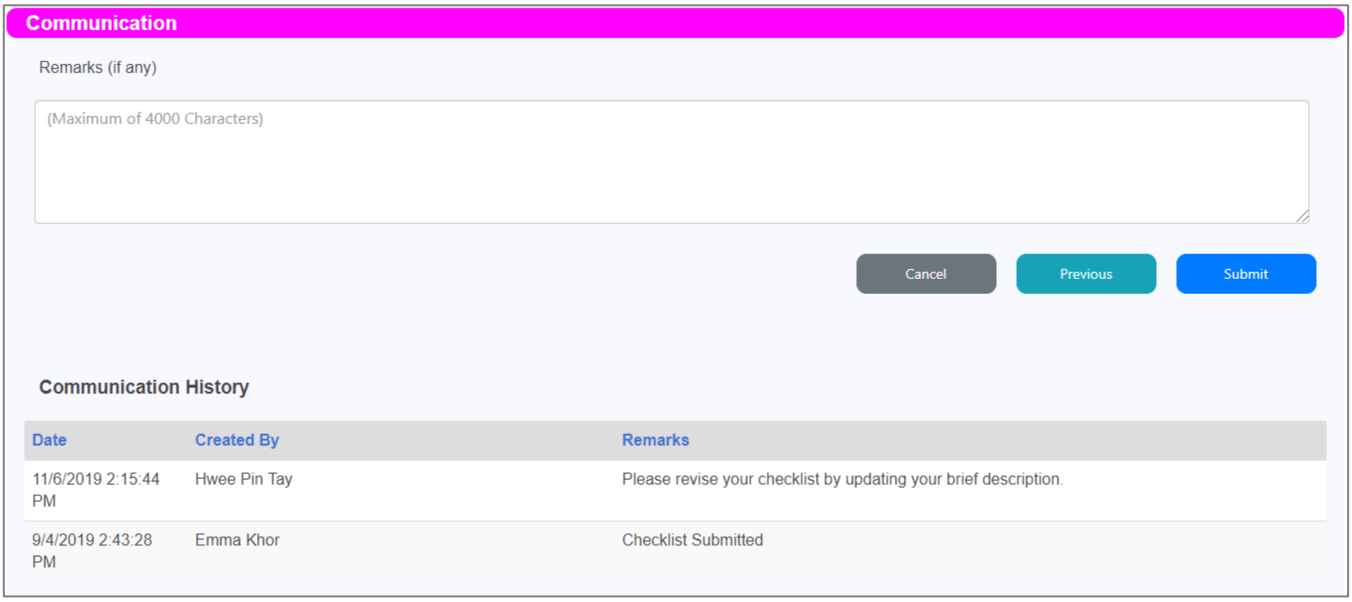


- For checklist and application submission, you can upload supporting documents on the **[Other Supporting Document(s) (if applicable)]** section.
- Click on **[Add Supporting Document(s)]** hyperlink will display a pop-up window to add a support document record.



- Upload the **[Supporting Document]** file upload.
- Fill in the description of the supporting document in the **[Description]** field.
- Click **[Save]** button will insert the record and close the pop-up window.
- Click on **[Cancel]** will close the pop-up window.
- Click on **[Delete]** hyperlink on the multi-record table to delete a record.

1.6 Communication



- **Communication Remarks**
  - You can enter your communication remarks on the **[Remarks]** field to communicate with the SGDPAS Officer when you are submitting or revising your applications.

- **Communication History**
  - When there is a revision required for your application, please refer to the communication history to see the remarks on the necessary changes requested by the SGDPAS officer.
  - The **[Communication History]** table will show all communication between you and the SGDPAS Officer.

1.7 Notification Emails

- **Information Email**
  - An email will be sent to you to acknowledge actions that you have performed in the system; or simply a notification informing of the result of submitted requests.

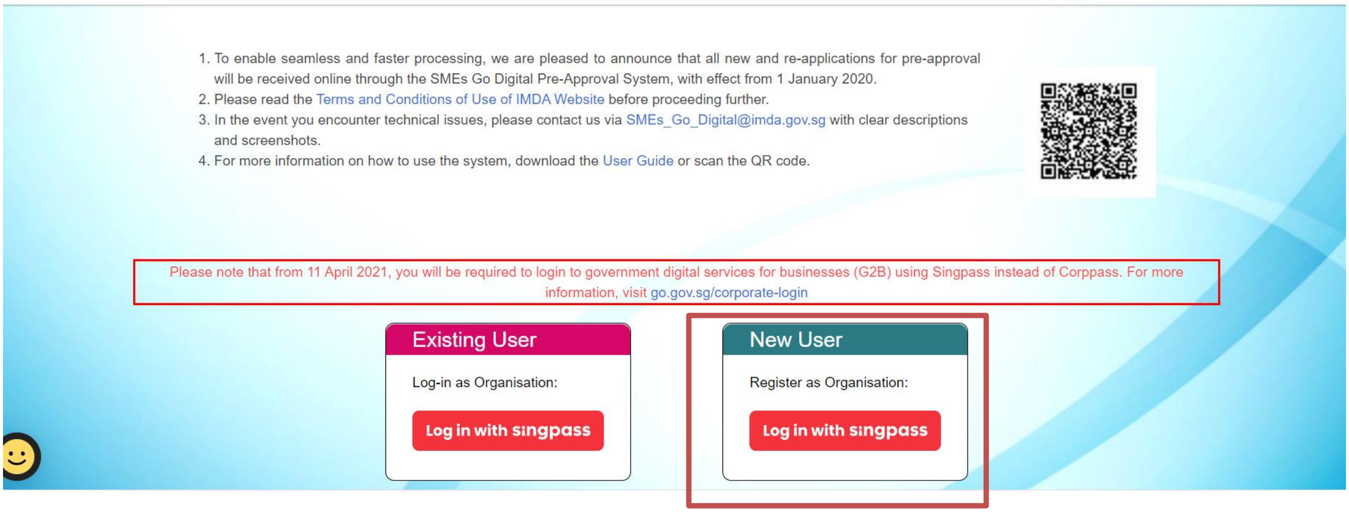
- **Action Email**
  - An email will be sent to you when there is a pending request that requires action.

2. REGISTRATION AND PROFILE MANAGEMENT

New Vendors are required to register by clicking on the **[Log in with Singpass]** button in the "New User" box which will redirect them to the **Singpass** page. They will need an existing Singpass account to complete the first-time registration. Subsequently, vendors will be able to log in via Singpass as an existing user.

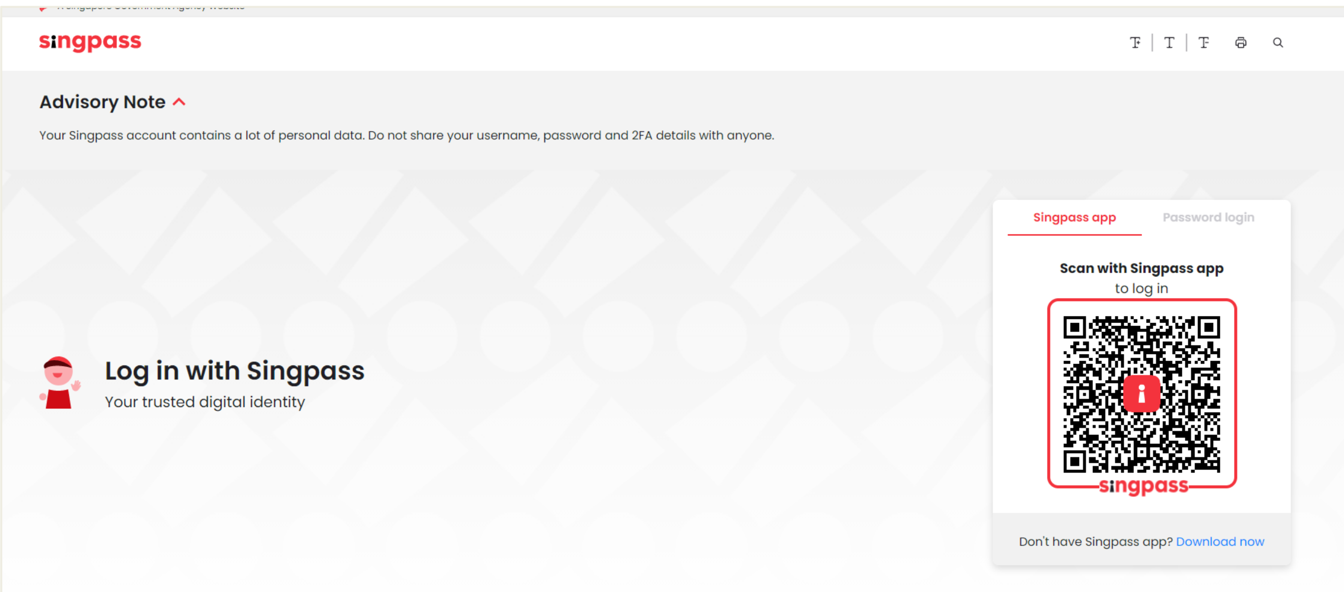
2.1 How to register as a Vendor?

1. Enter the following URL https://schemes.imda.gov.sg/smesgodigital into the browser address bar to display the login page.

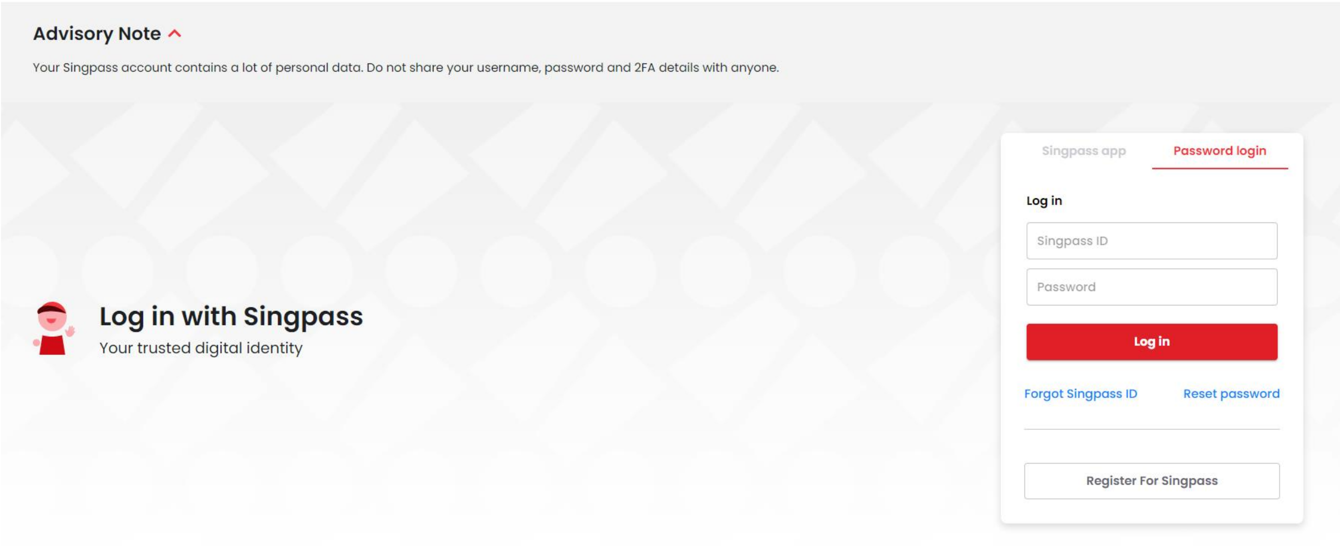


a. Click the **[Log in with Singpass]** button under the **[New User]** section.

2. **Singpass** Login page will be displayed.

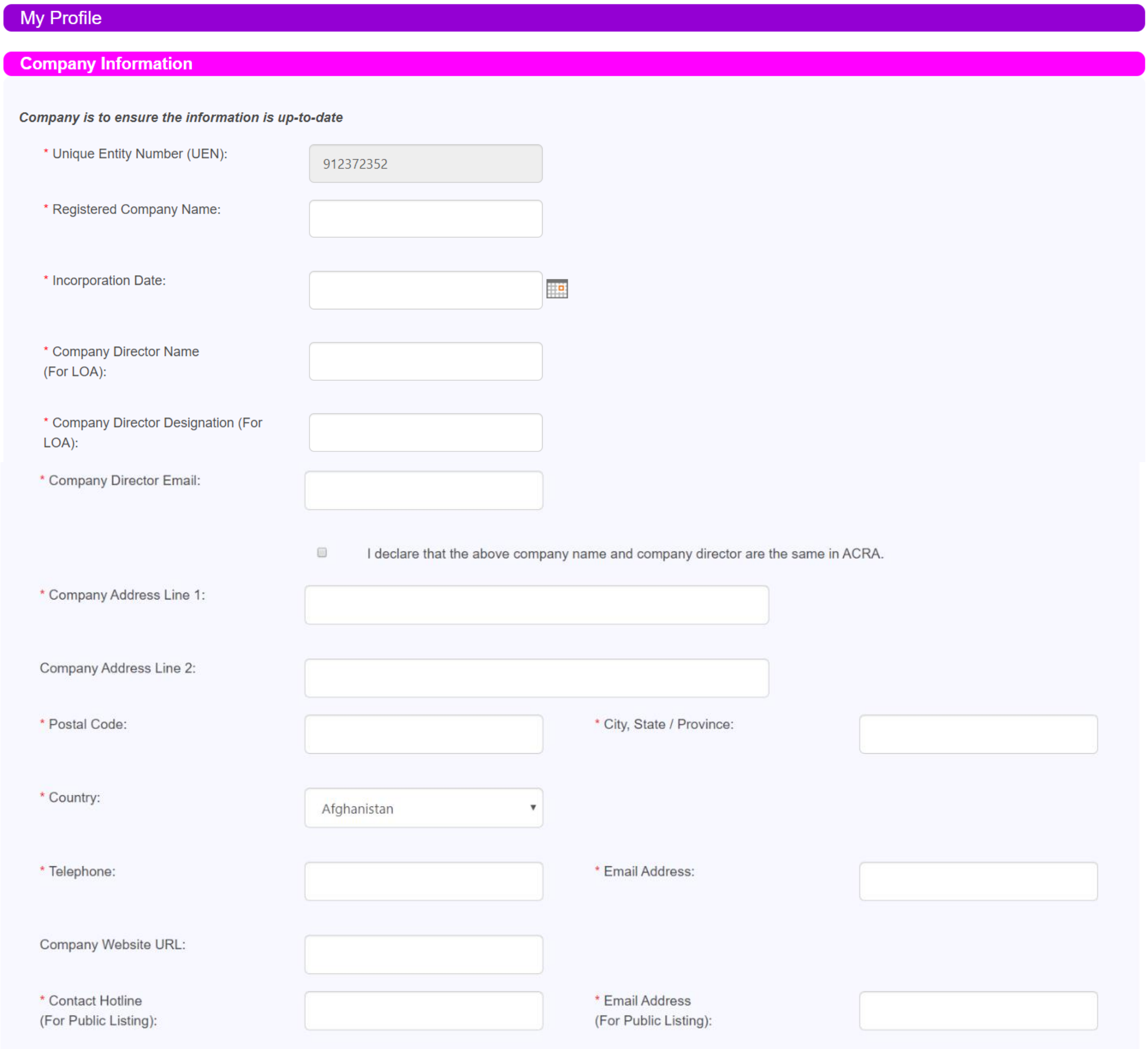


a. Users with the Singpass mobile application can scan the QR code to login.



b. For users without the Singpass mobile app, they can enter their Singpass credentials and click on the [**Login**] button.

3. Vendor Registration page will be displayed.



My Profile

Company Information

Company is to ensure the information is up-to-date

* Unique Entity Number (UEN): 912372352

* Registered Company Name:

* Incorporation Date:

* Company Director Name (For LOA):

* Company Director Designation (For LOA):

* Company Director Email:

I declare that the above company name and company director are the same in ACRA.

* Company Address Line 1:

Company Address Line 2:

* Postal Code:

* City, State / Province:

* Country: Afghanistan

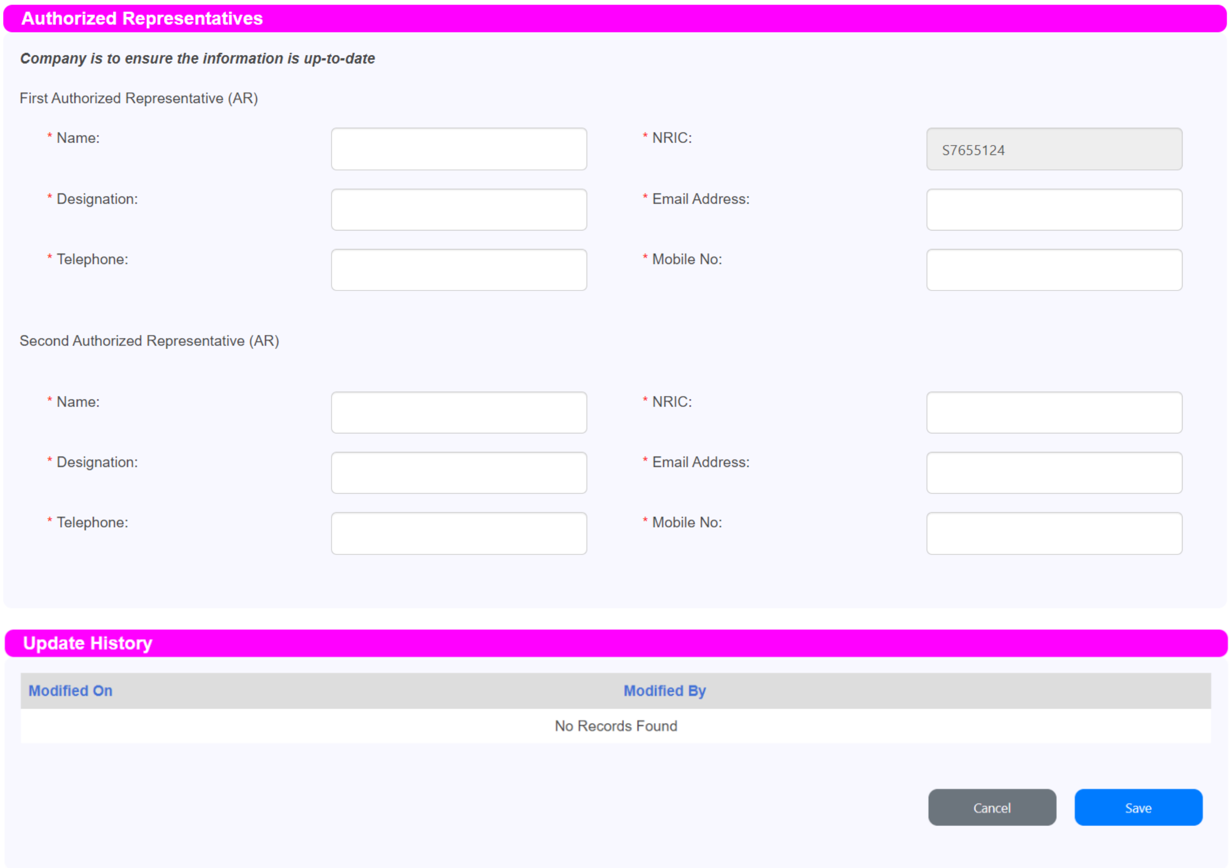
* Telephone:

* Email Address:

Company Website URL:

* Contact Hotline (For Public Listing):

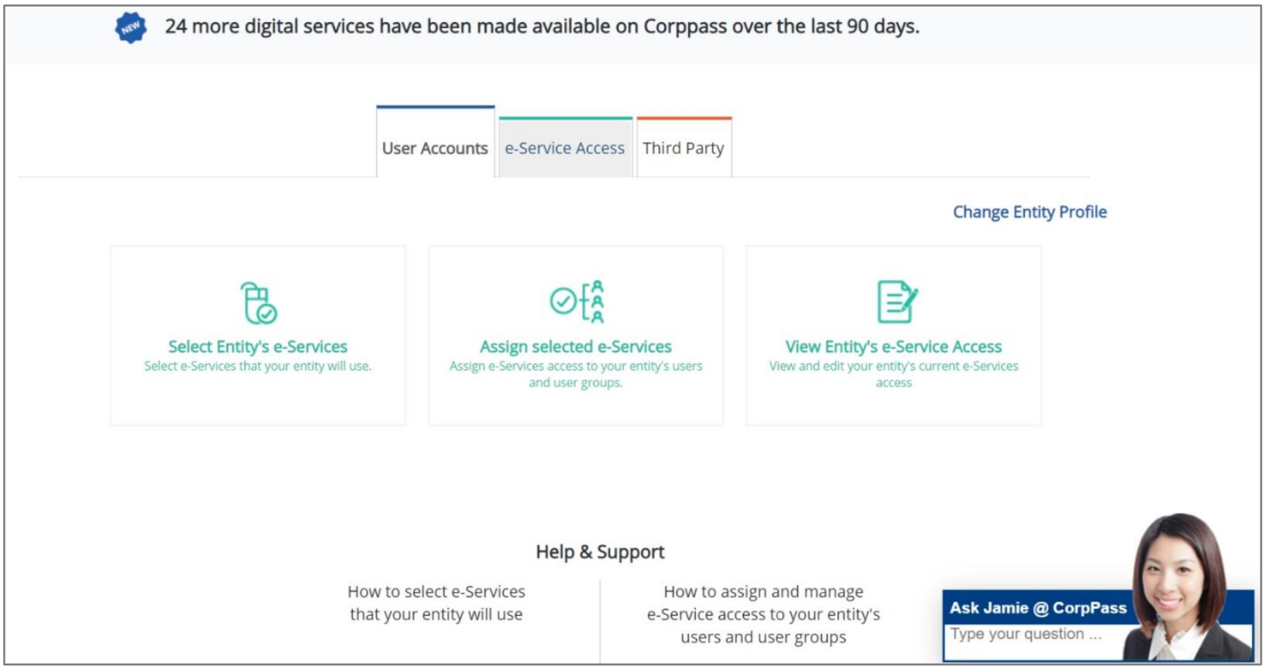
* Email Address (For Public Listing):



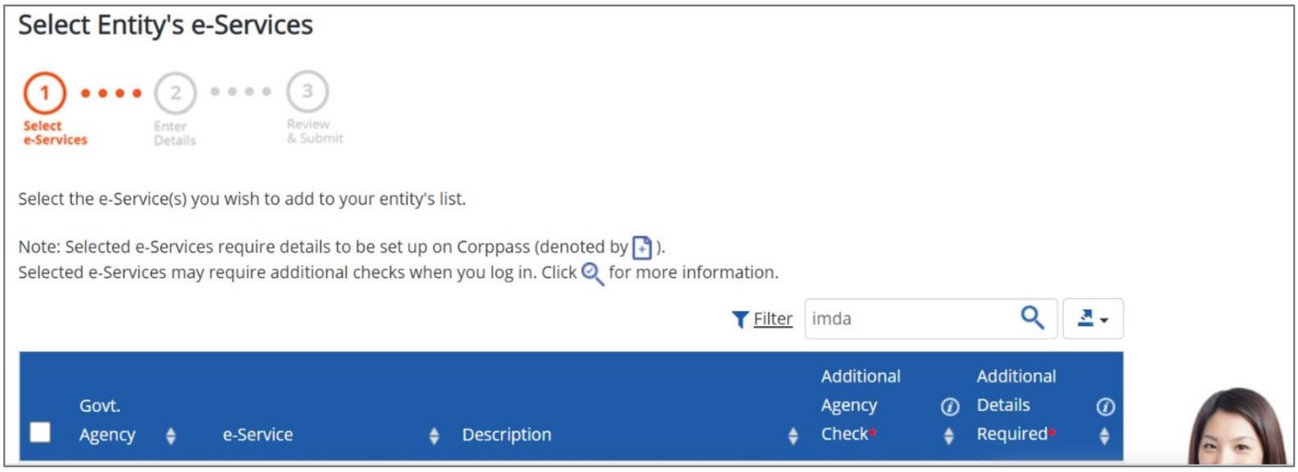
a. **UEN (Unique Entity Number)** will be auto populated in the **[Company Information]** section of the form.
b. Enter all mandatory company information fields. The mandatory fields are marked with a red asterisk on the labels.
c. Enter user representative details.
d. Click **[Save]** button.

2.2 How to select and assigned e-Services access to your authorized representatives

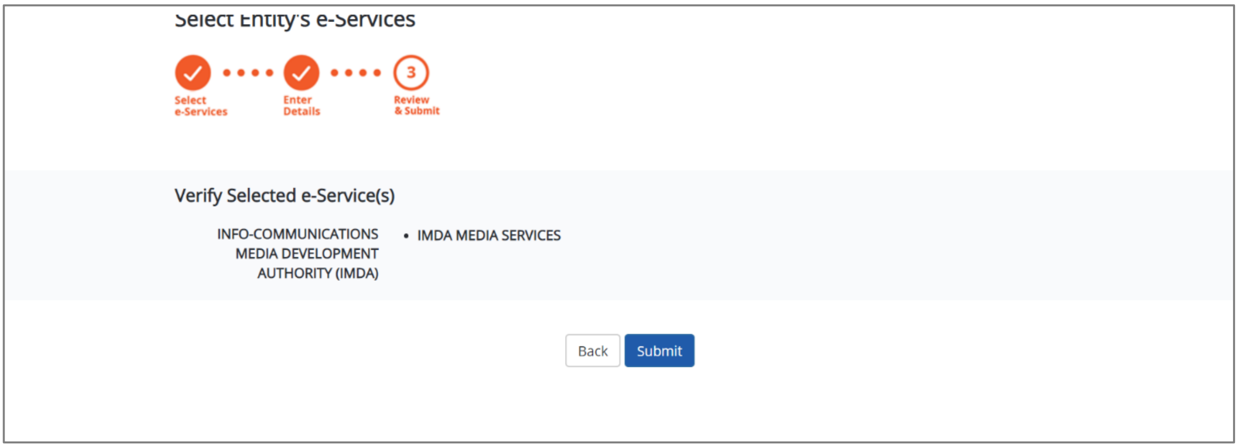
1. After login to Corppass, this is the home page. Click on **[Select Entity's eServices]**



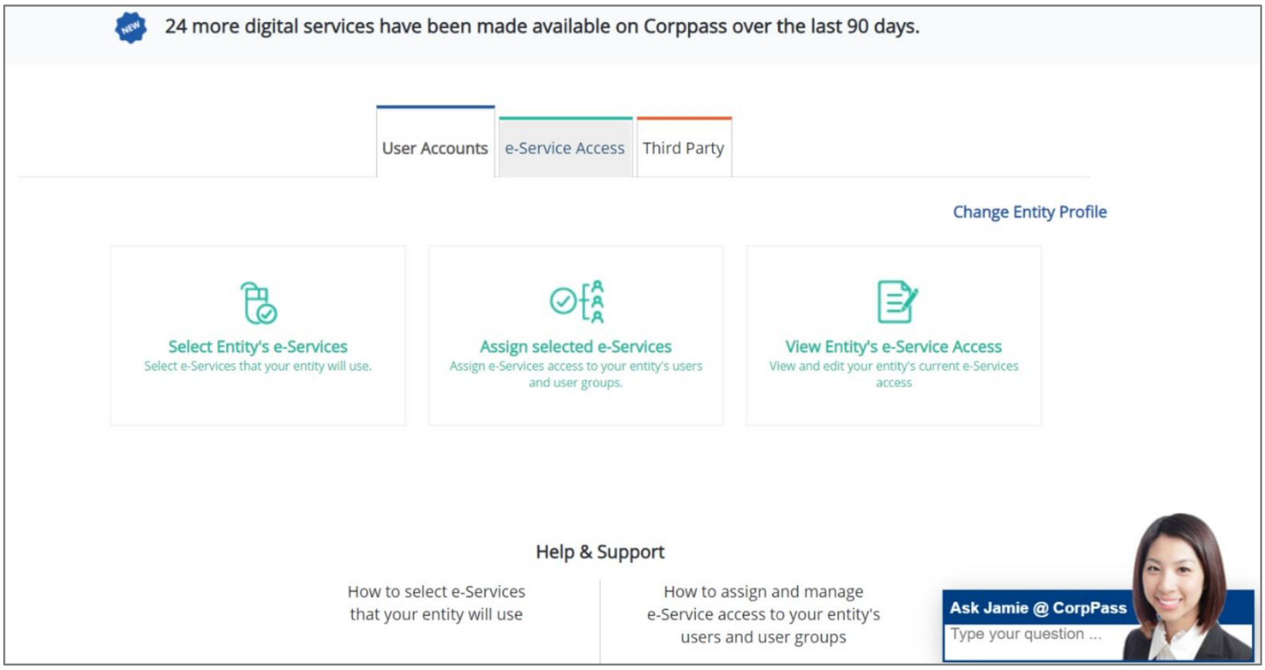
2. Choose **[IMDA MEDIA SERVICES]**



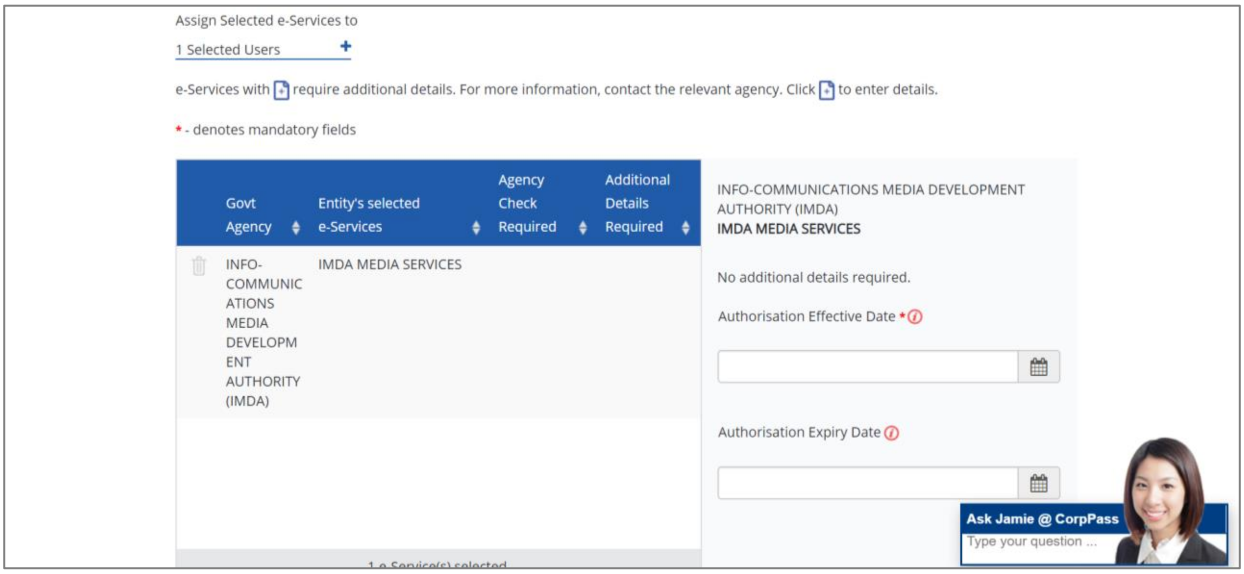
3. Click **[Submit]**



4. Go back to Home and choose **[Assign Selected e-Services]**

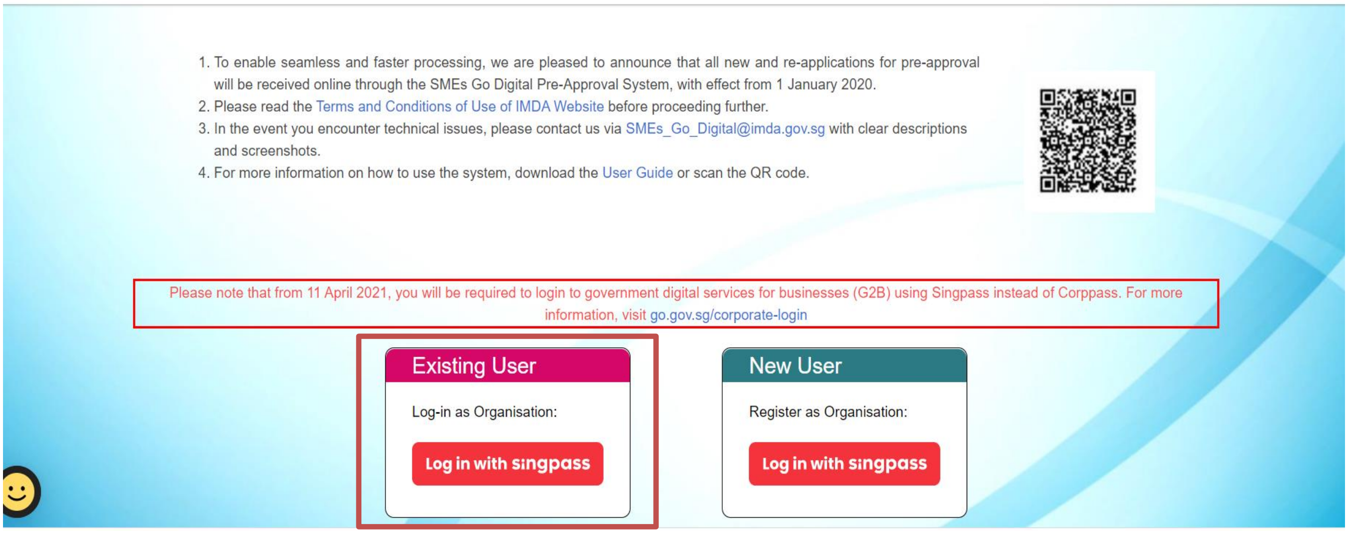


5. Specify the assignees, effective, date and expiry date before submitting the form

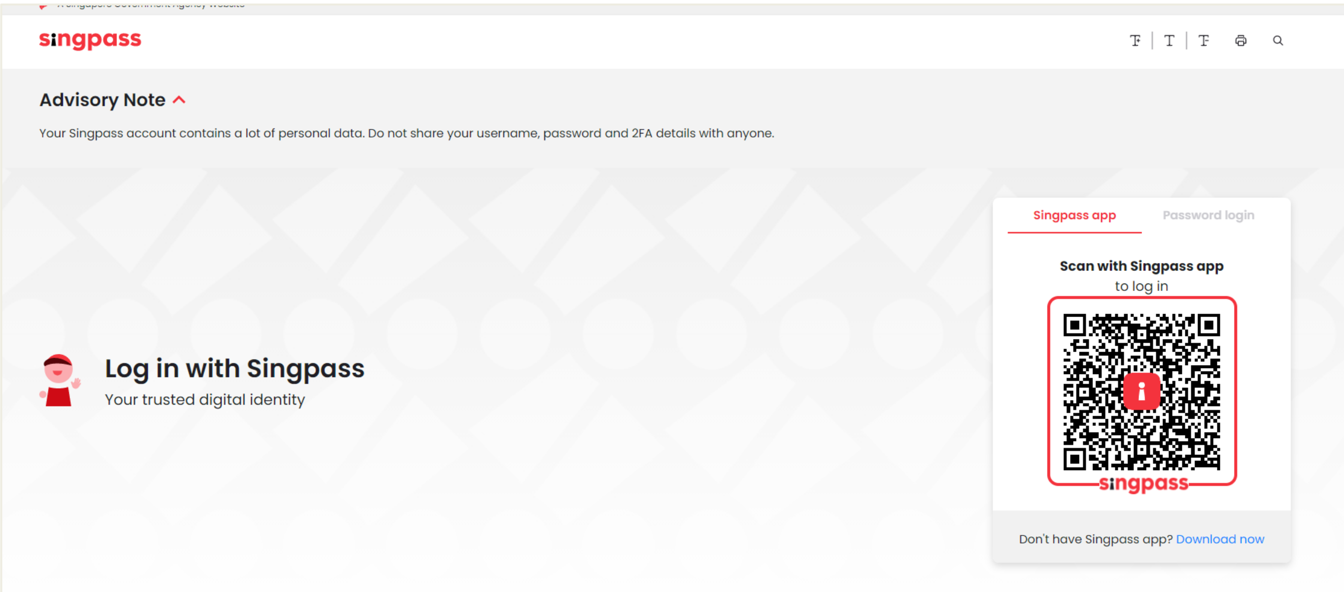


2.3 How to login as a registered Vendor?

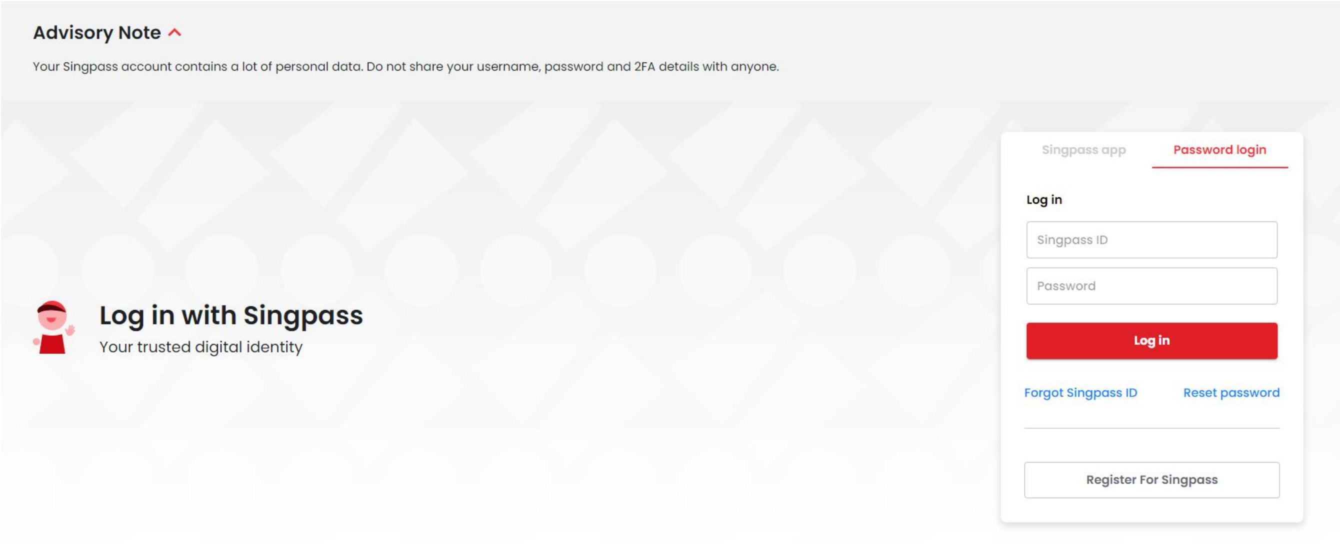
1. Once you have completed the first-time registration, similarly you will enter the URL https://schemes.imda.gov.sg/smesgodigital; and the login page will be displayed.
2. Click on the **[Log in with Singpass]** button in the "Existing User" box.



3. Singpass login page will be displayed.

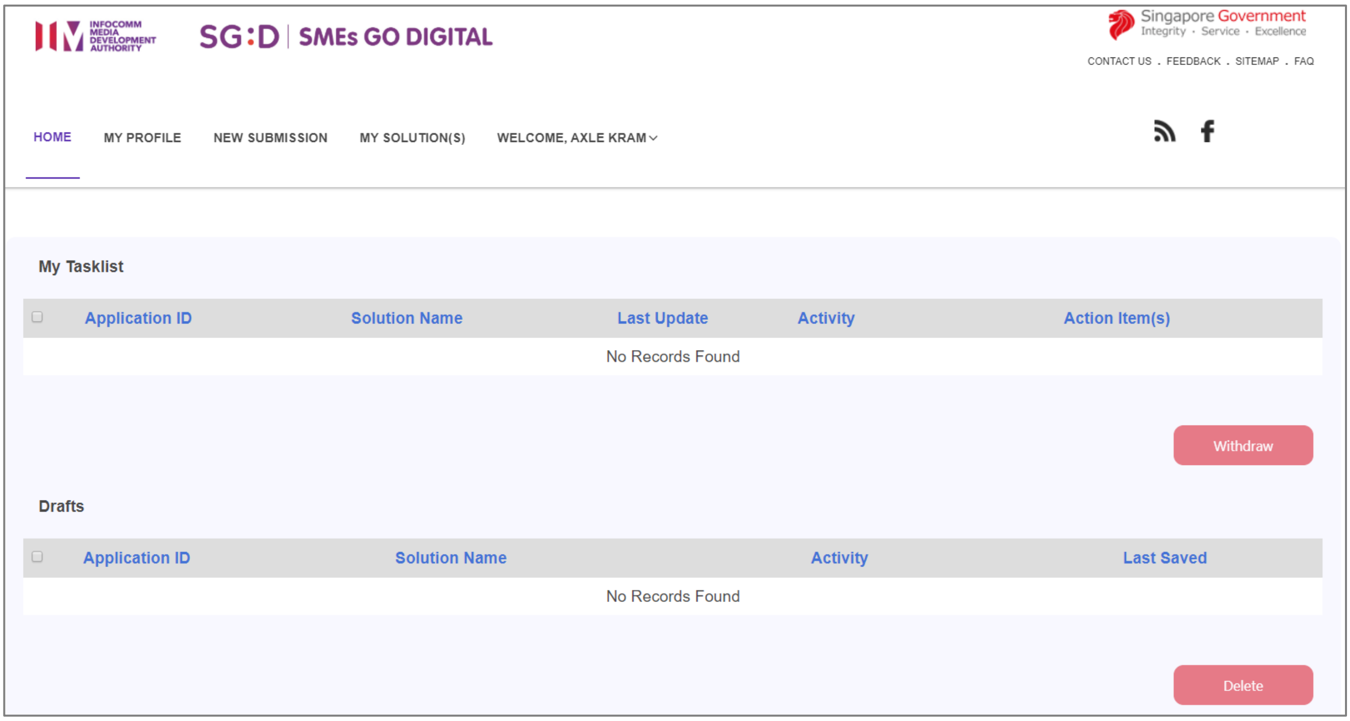


   a. Users with the Singpass mobile application can scan the QR code to login.



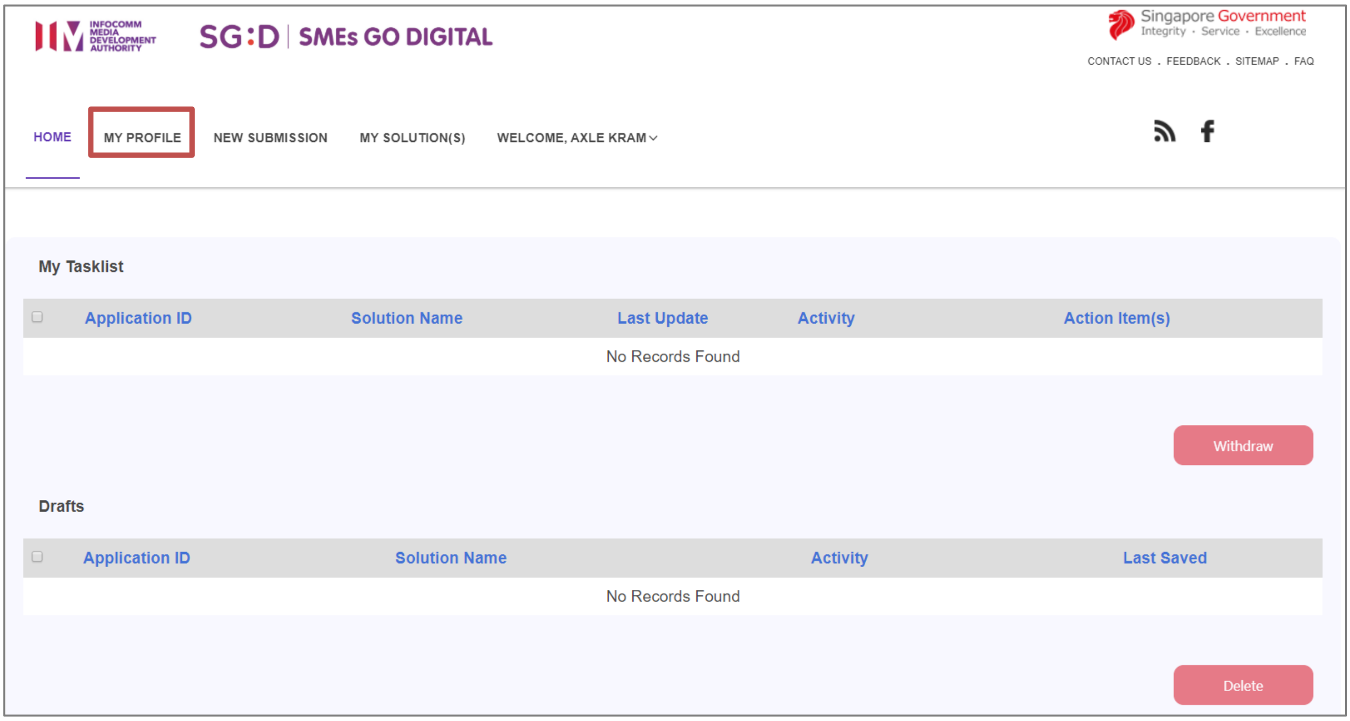
b. For users without the Singpass mobile app, they can enter their Singpass credentials and click on the [**Login**] button.

4. The home page will be displayed.



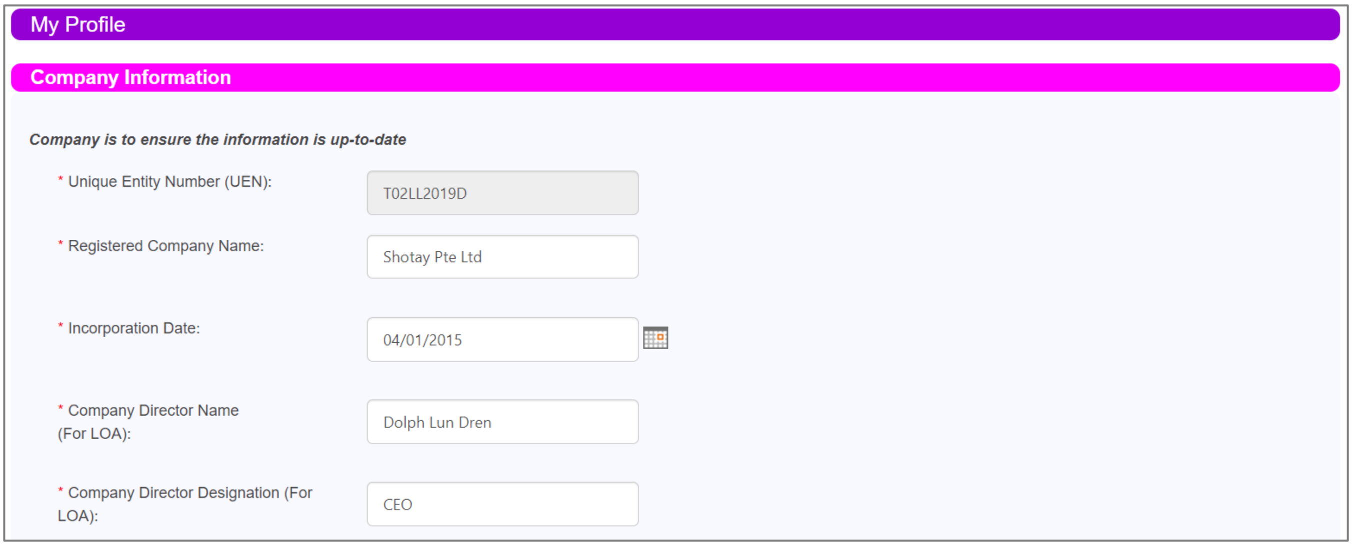
2.4 How to view or edit your profile?

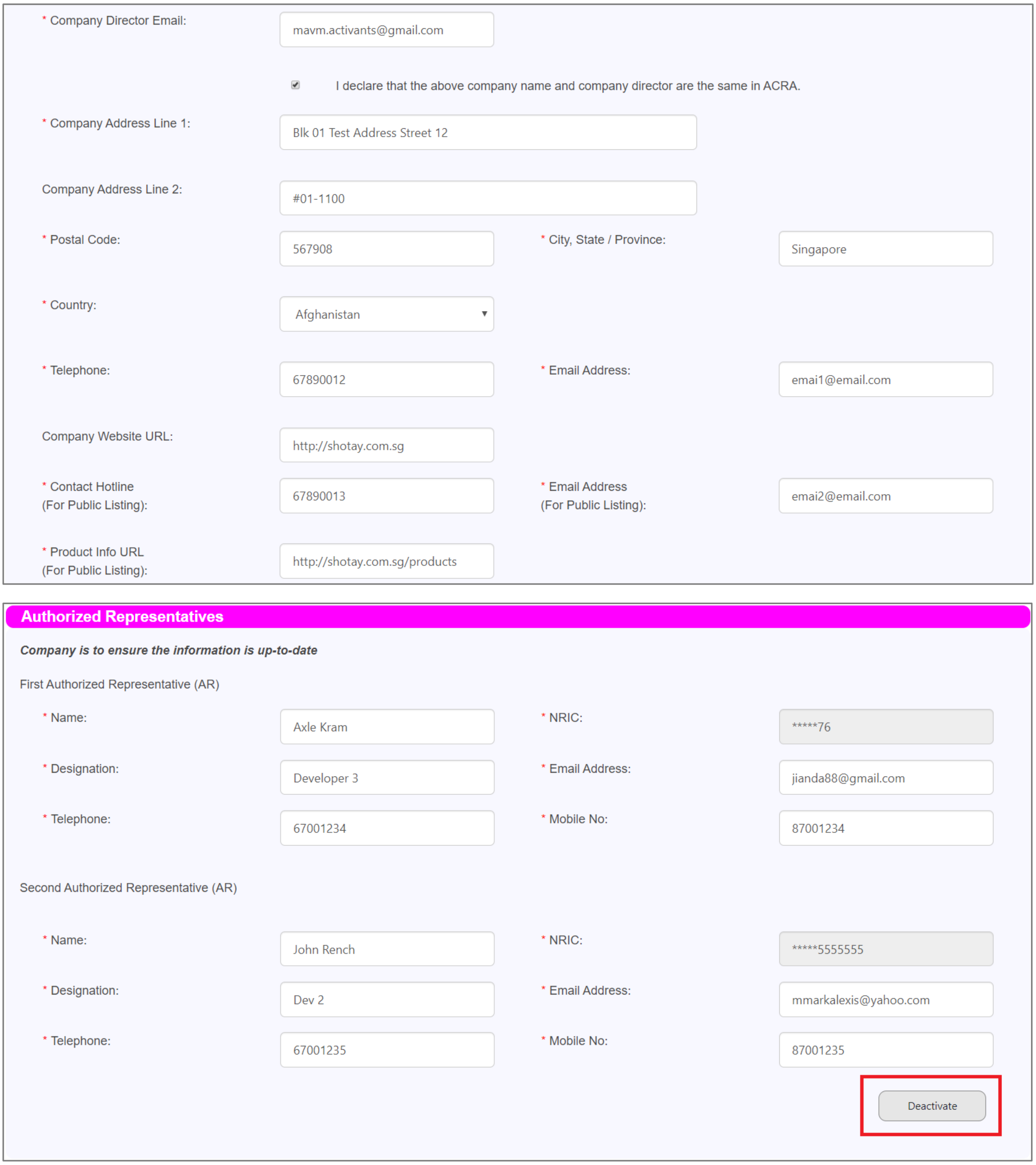
1. Log in as a registered Vendor (Refer to 2.2 for step by step guide)

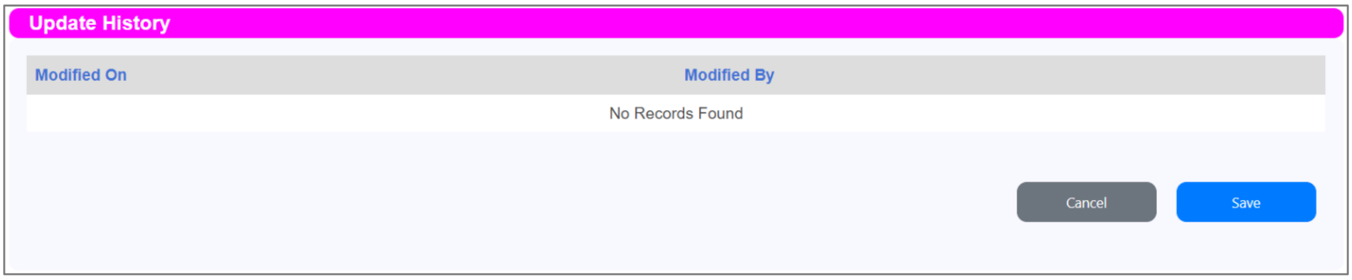


   a. Click on **[My Profile]** on the menu bar.

2. The display will be directed to My Profile page.

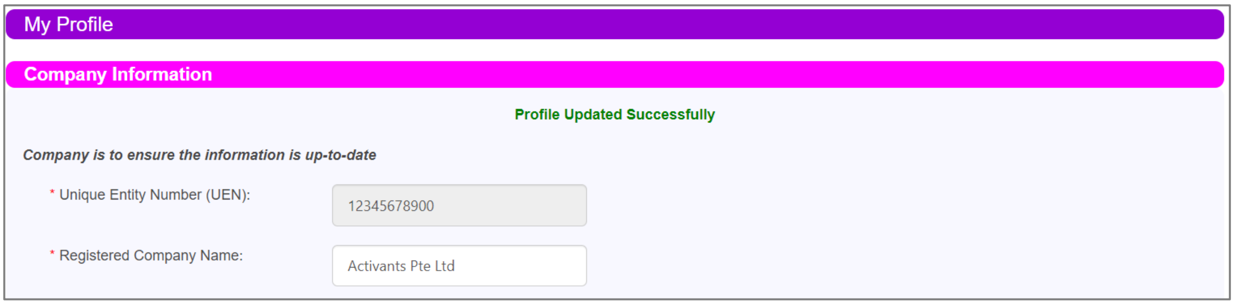



* Company Director Email:
mavm.activants@gmail.com
I declare that the above company name and company director are the same in ACRA.
* Company Address Line 1:
Blk 01 Test Address Street 12
Company Address Line 2:
#01-1100
* Postal Code:
567908
* City, State / Province:
Singapore
* Country:
Afghanistan
* Telephone:
67890012
* Email Address:
emai1@email.com
Company Website URL:
http://shotay.com.sg
* Contact Hotline (For Public Listing):
67890013
* Email Address (For Public Listing):
emai2@email.com
* Product Info URL (For Public Listing):
http://shotay.com.sg/products
Authorized Representatives
Company is to ensure the information is up-to-date
First Authorized Representative (AR)
* Name:
Axle Kram
* NRIC:
*****76
* Designation:
Developer 3
* Email Address:
jianda88@gmail.com
* Telephone:
67001234
* Mobile No:
87001234
Second Authorized Representative (AR)
* Name:
John Rench
* NRIC:
*****5555555
* Designation:
Dev 2
* Email Address:
mmarkalexis@yahoo.com
* Telephone:
67001235
* Mobile No:
87001235
Deactivate



a. Vendor Profile will be populated with the details submitted in the registration. The user is allowed to update the company information and authorized representative details except for **[UEN]**.

b. Under the **[Authorized Representative]** section, you can click on the **[Deactivate]** button to deactivate another AR which will remove his/her access to the system.



c. Upon updating the profile, click the **[Save]** button at the bottom right corner of the form to save changes. There will be a record inserted in the "Update History" table every time the profile is successfully updated.

d. You can click the **[Cancel]** button if they want the changes to be disregarded and redirected back to the home page.

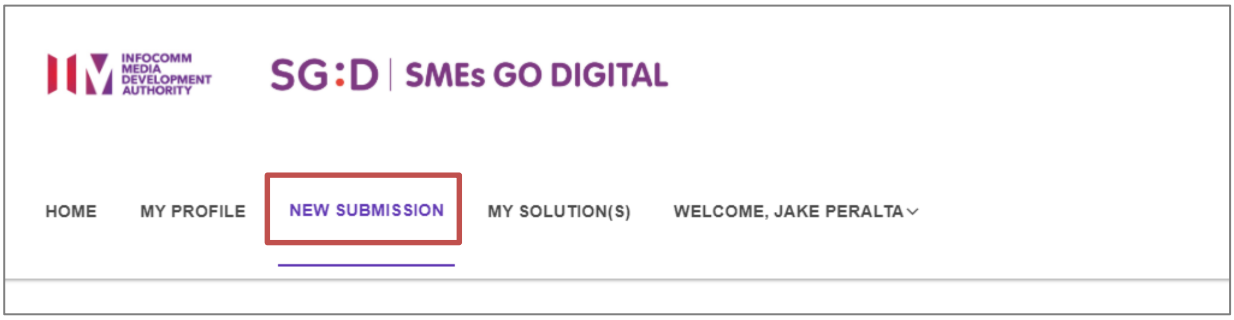
3. CHECKLIST

Vendor may submit checklist for their new solution.

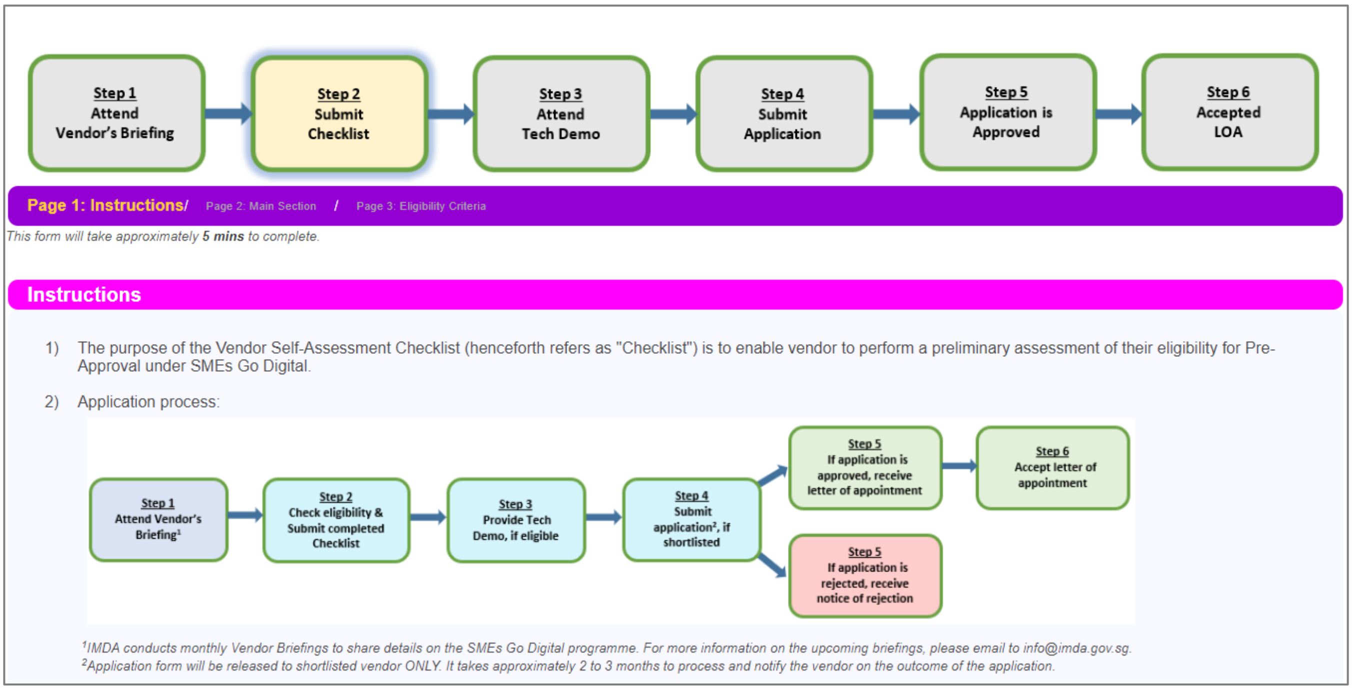
3.1 Checklist Submission

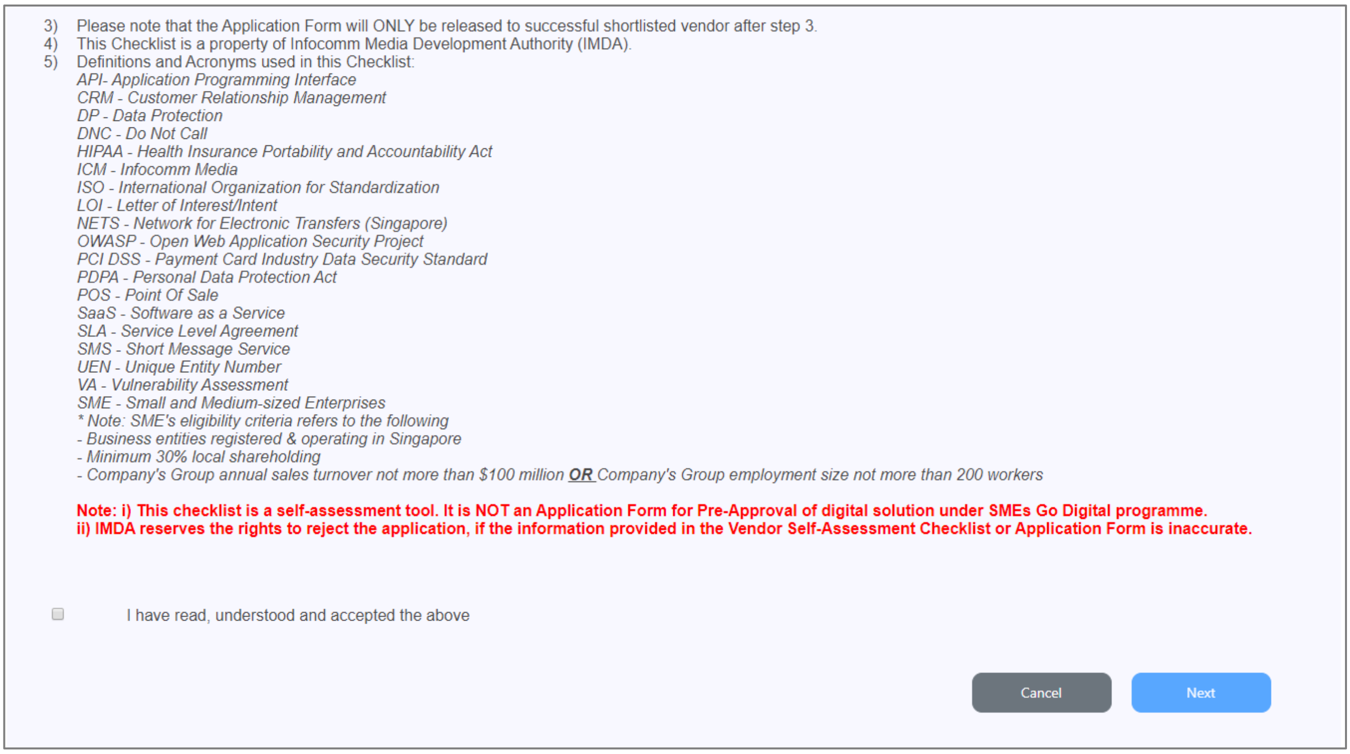
3.1.1 How to submit checklist for your solution

1. Log in as a registered vendor to the system. (Refer to Section 2.3. for step by step guide)
2. Click on the **[New Submission]** on the menu.



3. **Page 1**: **Instruction Page** will be loaded. Note: The checklist submission will take approximately 5 min to complete. The user is advised to prepare the necessary supporting documentation prior to your submission.





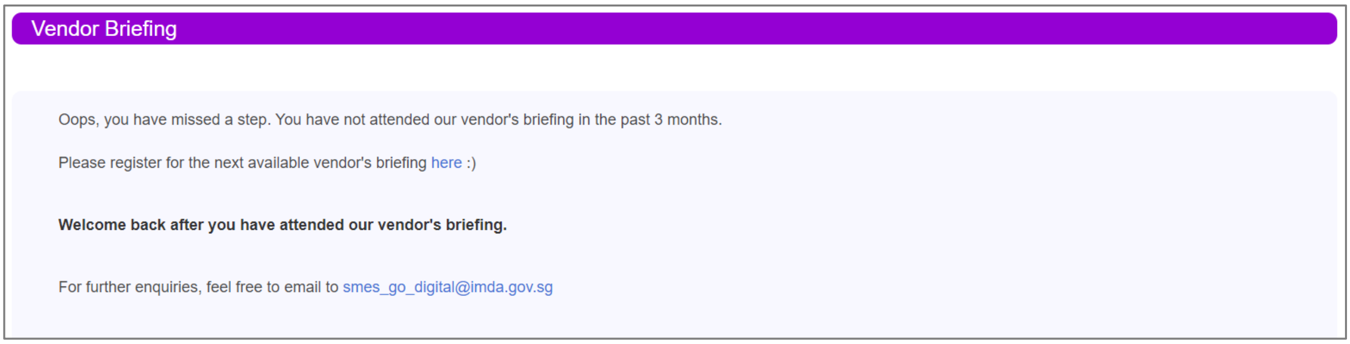
a. Read the instructions provide

b. Tick the **[Declaration]** checkbox

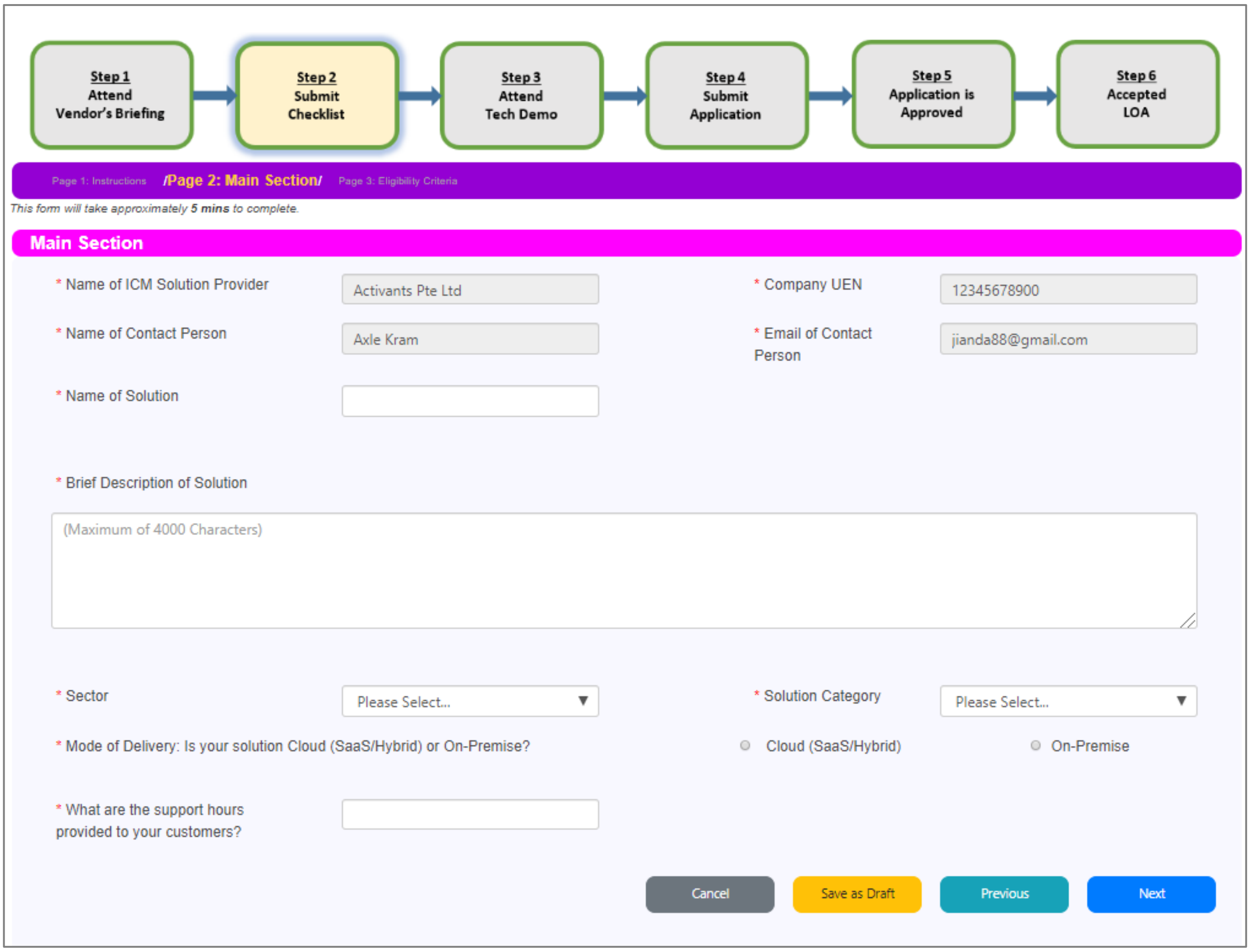
c. Click **[Next]** button**.**

Note:

You will be redirected to the Vendor Briefing page if you have not attended the vendor's briefing session in the past 3 months. You can click on the link below to register yourself for the next vendor briefing session.



4. **Page 2: Main Section** will be displayed.



a. The **[Name of ICM Solution Provider]**, **[Company UEN]**, **[Name of Contact Person],** and **[Email of Contact Person]** fields in this section are auto-populated from the organization profile details and are not editable.

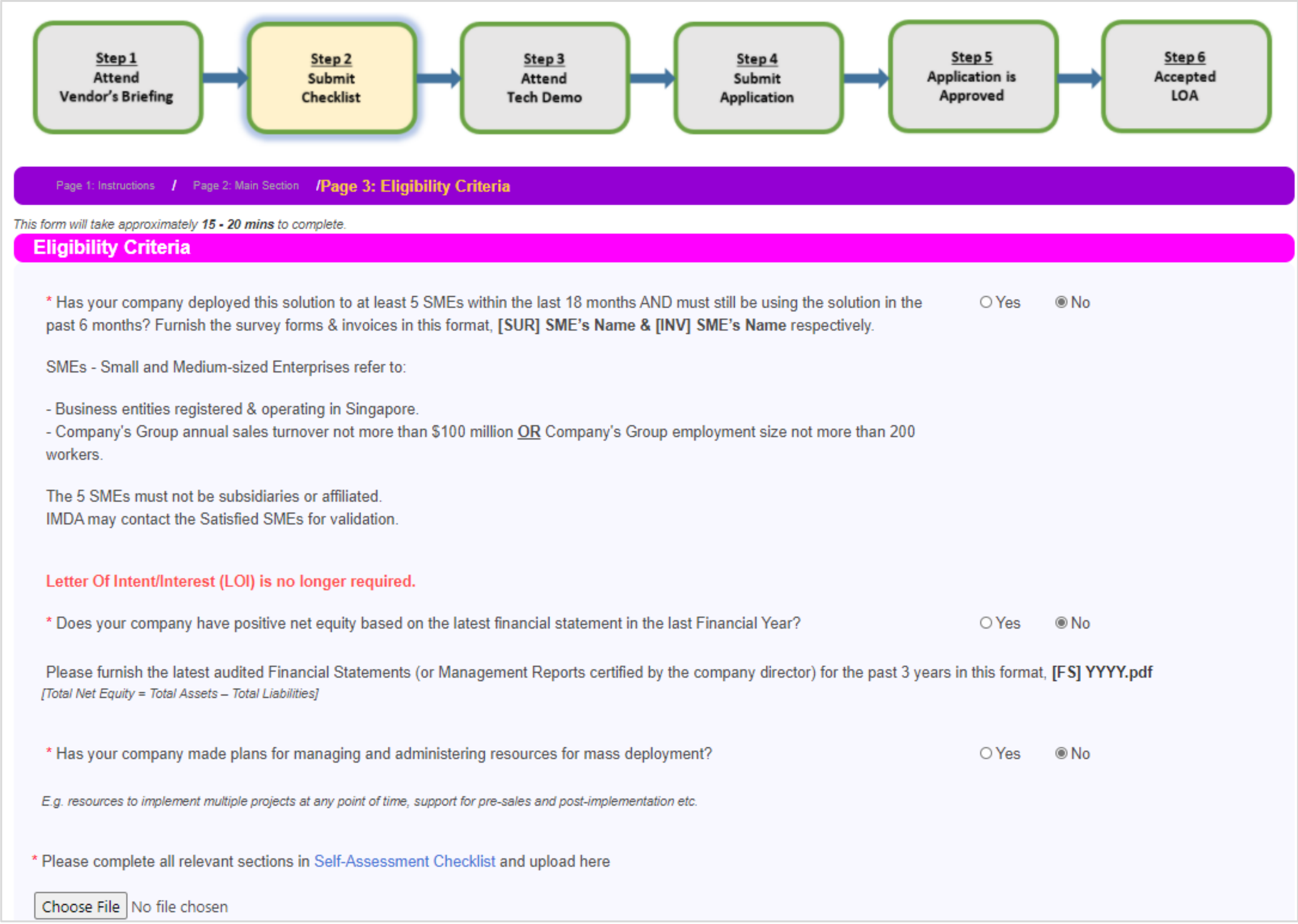
b. Fill in the mandatory fields. The mandatory fields are marked with a red asterisk on the labels.

c. You can click on the **[Previous]** button to navigate back to the Page 1: Instructions page to read the instruction.

d. You can click on the **[Save as Draft]** button to save the submission as a draft. Refer to section 1.3 on Workflow – Save as Draft and section 3.1.2 on Continue Draft Checklist Submission.

e. Click the **[Next]** button to continue with the checklist submission.

5. **Page 3: Eligibility Criteria** will be displayed.



Step 1 Attend Vendor's Briefing → **Step 2** Submit Checklist → **Step 3** Attend Tech Demo → **Step 4** Submit Application → **Step 5** Application is Approved → **Step 6** Accepted LOA

Page 1: Instructions / Page 2: Main Section /Page 3: Eligibility Criteria

*This form will take approximately **15 - 20 mins** to complete.*

Eligibility Criteria

* Has your company deployed this solution to at least 5 SMEs within the last 18 months AND must still be using the solution in the past 6 months? Furnish the survey forms & invoices in this format, **[SUR] SME's Name & [INV] SME's Name** respectively. ○ Yes ◉ No

SMEs - Small and Medium-sized Enterprises refer to:

- Business entities registered & operating in Singapore.
- Company's Group annual sales turnover not more than $100 million OR Company's Group employment size not more than 200 workers.

The 5 SMEs must not be subsidiaries or affiliated.
IMDA may contact the Satisfied SMEs for validation.

Letter Of Intent/Interest (LOI) is no longer required.

* Does your company have positive net equity based on the latest financial statement in the last Financial Year? ○ Yes ◉ No

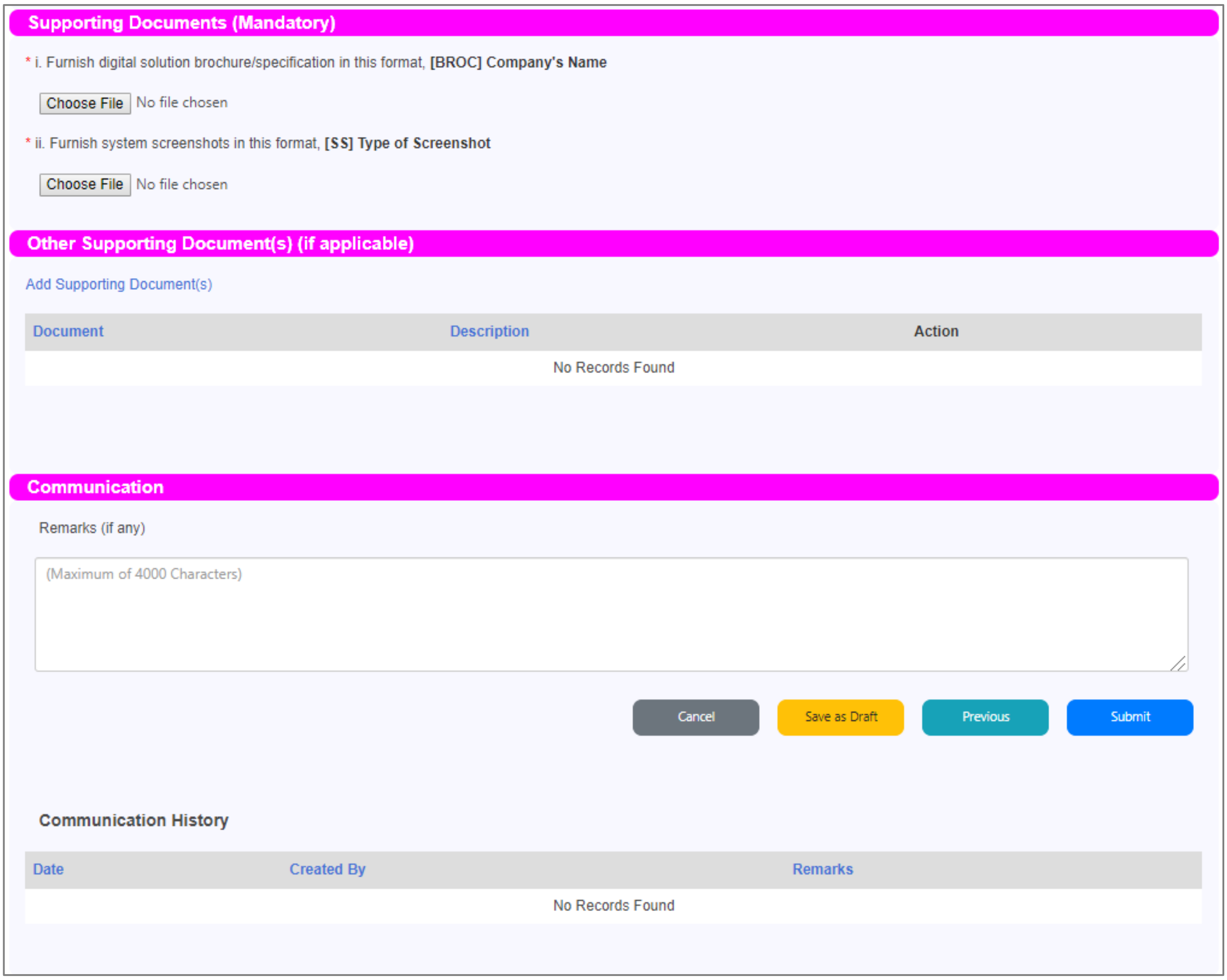
Please furnish the latest audited Financial Statements (or Management Reports certified by the company director) for the past 3 years in this format, **[FS] YYYY.pdf**
[Total Net Equity = Total Assets – Total Liabilities]

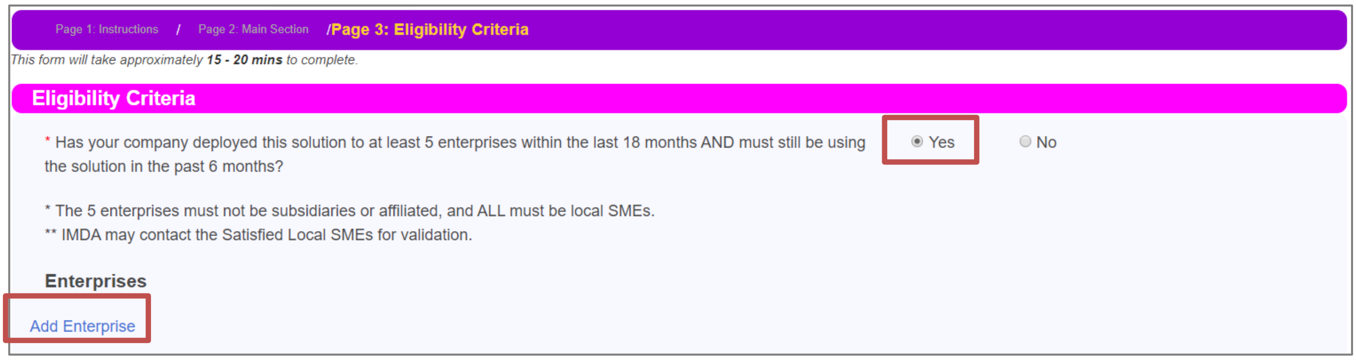
* Has your company made plans for managing and administering resources for mass deployment? ○ Yes ◉ No

E.g. resources to implement multiple projects at any point of time, support for pre-sales and post-implementation etc.

* Please complete all relevant sections in Self-Assessment Checklist and upload here

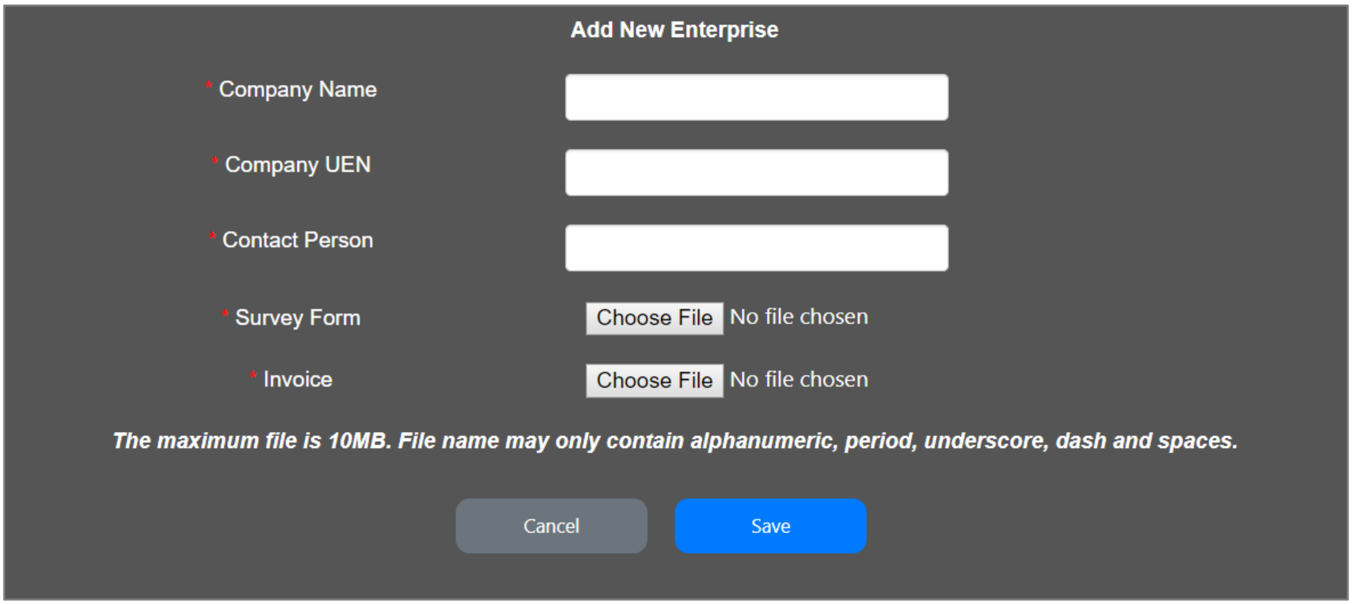
Choose File No file chosen





a. Select either **[Yes]** for the **[Has your company deployed this solution to at least 5 enterprises within the last 18 months AND must still be using the solution in the past 6 months?]** radio buttons field and add at least 5 enterprise records.

b. Click **[Add Enterprise]** hyperlink to add enterprise record. – the Add New Enterprise pop-up window will appear.

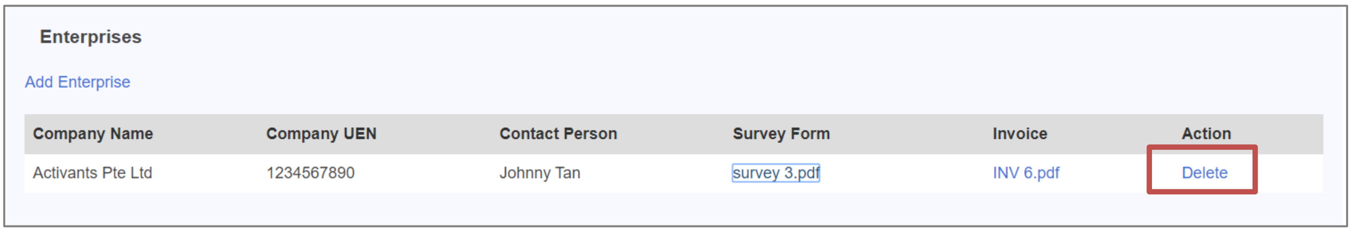


i. On the pop-up window, fill in the **[Company Name], [Company UEN], [Contact Person], [Survey Form]** fields.

ii. Upload **[Survey Form]** and **[Invoice]** file upload.

iii. Click on the **[Save]** button to insert the New Enterprise record to the table The pop-up window will close.

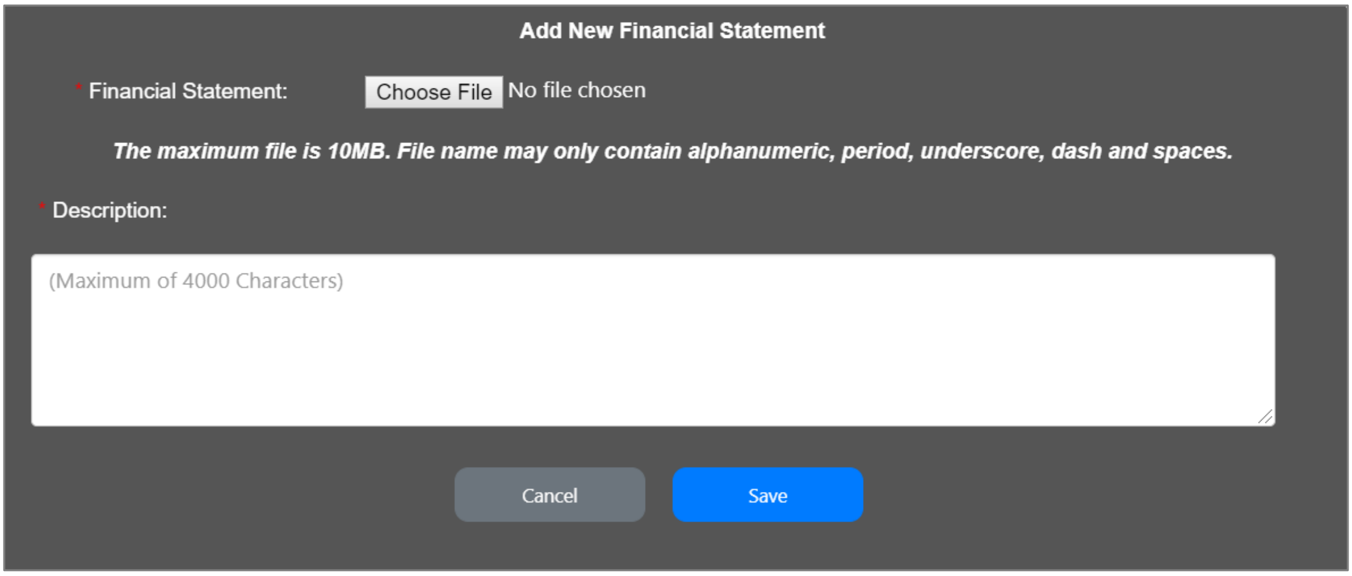
iv. Click on **[Cancel]** to close the pop-up window.



v. Click on the **[Delete]** hyperlink on the multi-record table to delete a record.

c. Select either **[Yes]** for the **[Does your company have positive net equity based on the latest financial statement in the last Financial Year?]** radio buttons field and add at least 1 financial statement records.

d. Click **[Add Financial Statement]** hyperlink to inset new Financial Statement record. Add New Financial Statement pop-up window will appear.

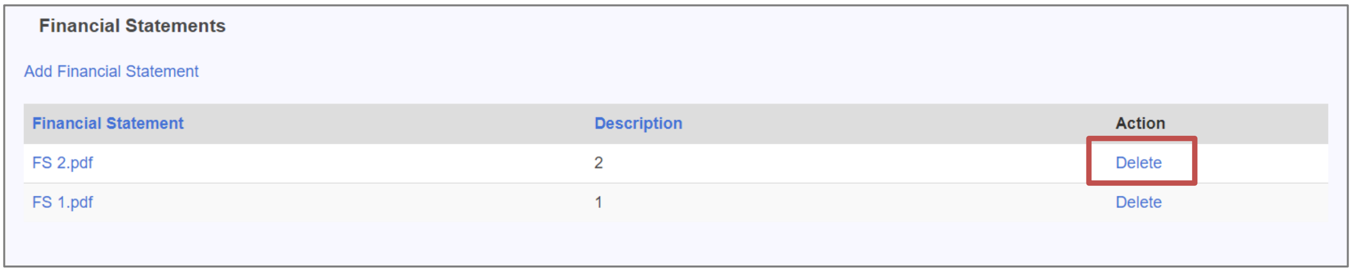


i. On the pop-up window, upload **[Financial Statement]** file upload.

ii. Fill in the **[Description]** field.

iii. Click **[Save]** button will insert the new financial statement record to the Financial Statement table

iv. Click on **[Cancel]** to close the pop-up window.

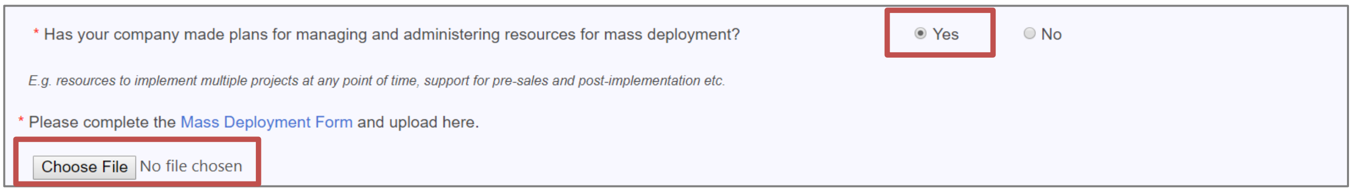


Financial Statements

Add Financial Statement

Financial Statement	Description	Action
FS 2.pdf	2	Delete
FS 1.pdf	1	Delete

v. Click on **[Delete]** hyperlink on the multi-record table to delete a fianancial statement record.



e. Select either **[Yes]** for the **[Has your company made plans for managing and administering resources for mass deployment?]** radio buttons field and upload the Mass Deployment Form.

f. Click on **[Choose File]** to upload the Mass Deployment Form.

Note: ***You may click on the [Mass Deployment Form] hyperlink to download the latest Mass Deployment Form.***

g. Upload **[Checklist]**, **[Screenshot]** and **[Solution Brochure]** file uploads. Refer to section 1.2 on Forms – File Uploads.

h. Upload other support documents if applicable. Refer to section 1.5 on Supporting Document.

i. You can add your communication remarks in the **[Remarks]** field. Refer to Section 1.6 Communication.

j. You can click on the **[Previous]** button to navigate back to the Page 2: Main Section for editing.

k. You can also click on the **[Save as Draft]** button to save their current submission as draft. Refer to section 1.3 on Workflow – Save as Draft and section 3.1.2 on Continue Draft Checklist Submission.

l. Click **[Submit]** button to proceed with your checklist submission**.**

Note:

After checklist has been submitted, you will receive an acknowledgement email (refer to Appendix 7.2). This email confirms the checklist has been successfully submitted.

If information is inadequate, the checklist will be routed back to you for revision. You will receive an email indicating you need to revise the form (refer to Appendix 7.3)

If the checklist is rejected, the checklist workflow will not proceed further, and you will receive a rejection email (refer to Appendix 7.4).

3.1.2 Continue with draft checklist submission

1. Login as a registered Vendor to the system (Refer to Section 2.3 for step-by-step guide) or click on the [Home] button at menu to return to the Home page.
2. To submit a saved as draft checklist, in the **[Draft]** table.

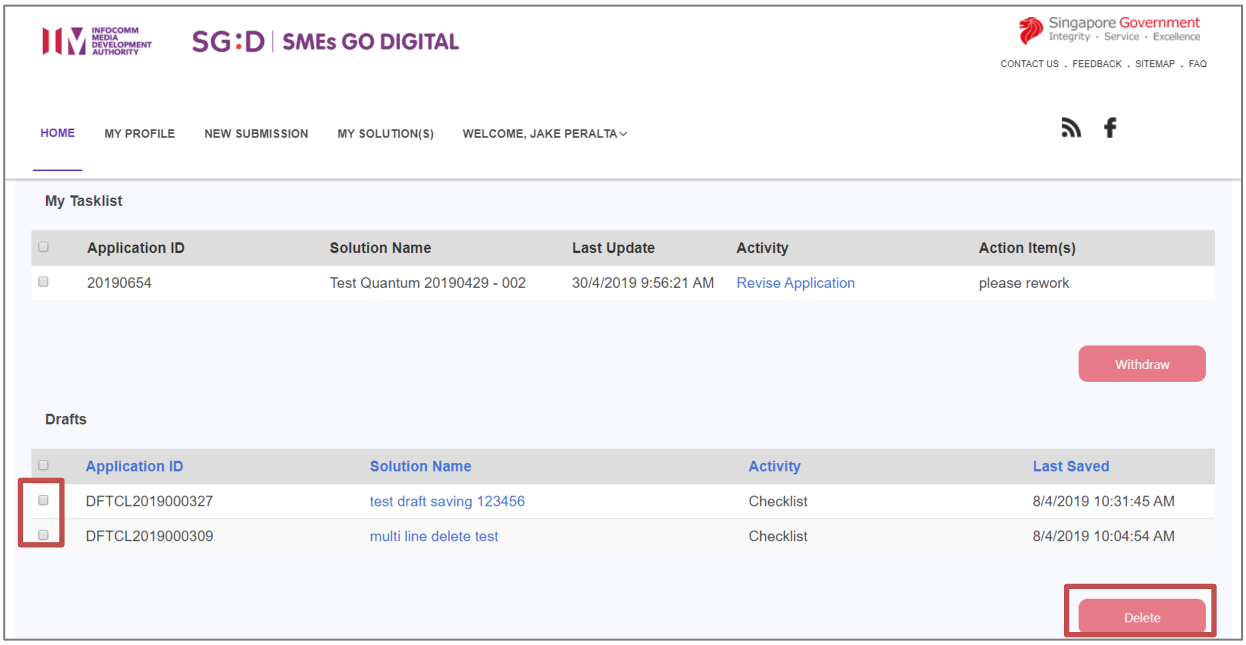
Drafts

	Application ID	Solution Name	Activity	Last Saved
	DFTAP160084	Test 20190426	Application	30/4/2019 7:51:16 PM
	DFTCL2019000327	test draft saving 123456	Checklist	8/4/2019 10:31:45 AM
	DFTCL2019000309	multi line delete test	Checklist	8/4/2019 10:04:54 AM

a. Click the **[Solution Name]** hyperlink.

3. **Step 2: Main Section page** will be displayed. Refer to 3.1.1 for step-by-step guide to complete the checklist submission.

3.1.3 How to delete a draft checklist submission

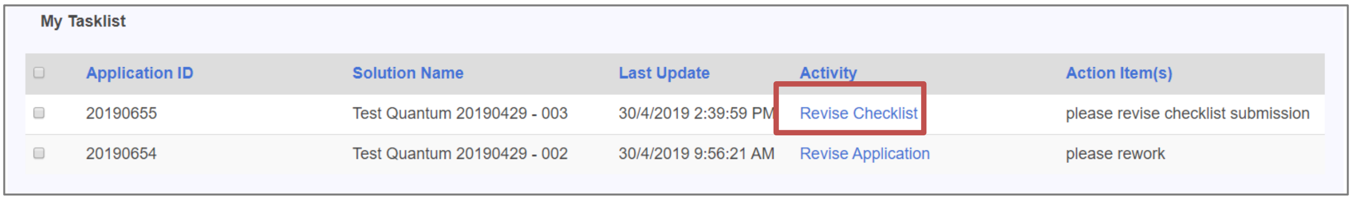


Check on the checkbox and click on the [Delete] bottom to delete the draft. You may select multiple draft for deletion.

3.1.4 Revise checklist

Our officers may have enquiry on your checklist submission and will request for additional supporting document through the system. You will receive an email notification (refer to section 7.4) to revise your checklist submission should we have any enquiry on your checklist submission.

1. Login as a registered Vendor to the system (Refer to Section 2.3. for step-by-step guide)
2. Under My **Task List** table, you will be able to locate your checklist submission with Activity Name as "Revise Checklist" and the Action item(s) require by our officer(s).



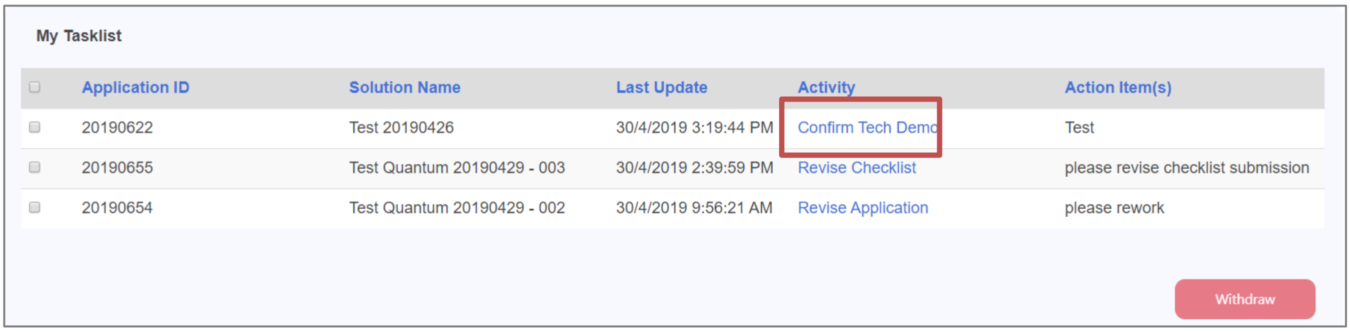
   b. Click the **[Activity]** hyperlink to load your checklist submission for editing.
3. **Checklist – New Submission** form **(Step 3)** will be displayed.
4. Read the remarks given by the SGDPAS officer on the **[Communication]** section (Refer to Section 1.7 Communication) and revise the checklist accordingly (Refer to 3.1.1 to revise checklist submission).

3.2 Tech Demo Confirmation

Once our officer has evaluated your checklist submission, we will invite you for the Tech Demo Session for your product demonstration. You will receive an email notification on our Tech Demo invitation (refer to Appendix 7.5). You are required to login to the system to find out the Tech Demo date and time and we require your confirmation of the tech demo session via the system.

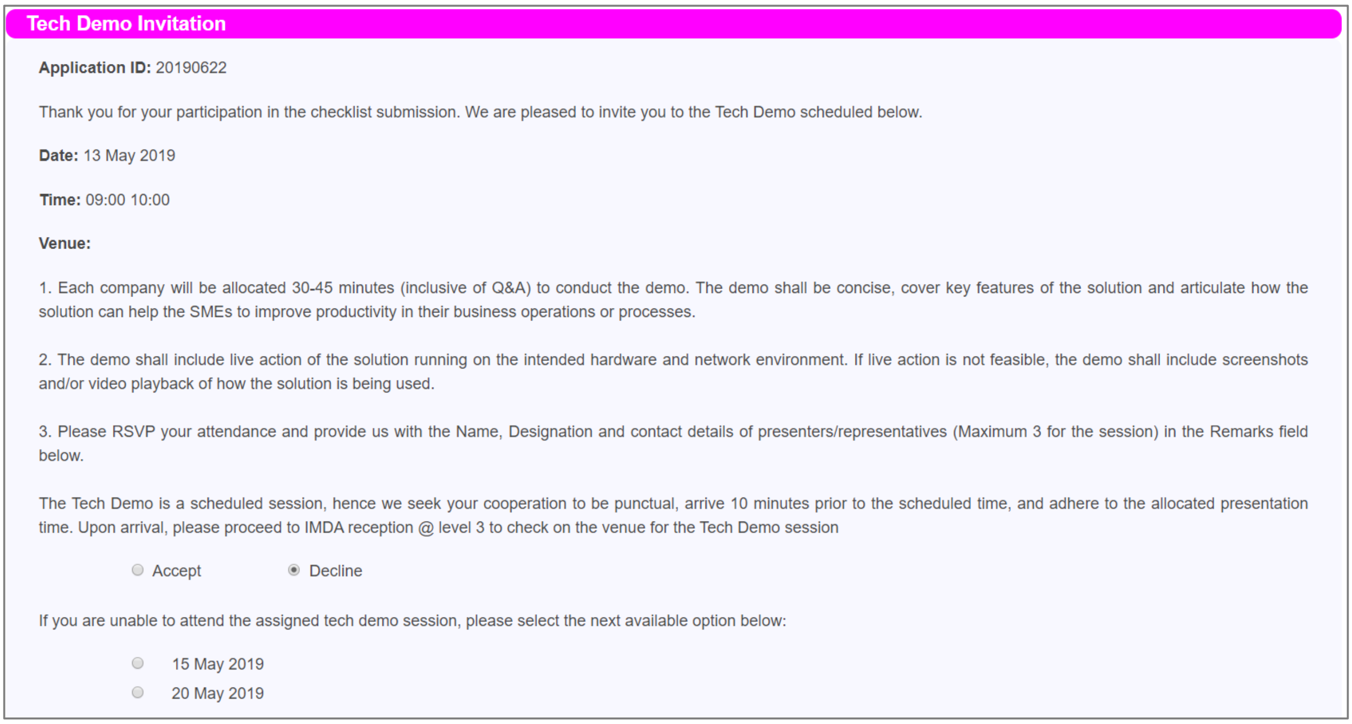
3.2.1 Confirm tech demo

1. Log in as a registered Vendor to the system (Refer to Section 2.3. for step-by-step guide)
2. Under My **Task List** table, you will be able to locate your checklist submission with Activity Name as "Confirm Tech Demo"



   a. Click the **[Confirm Tech Demo]** activity hyperlink to load the Tech Demo Invitation Page

3. **Confirm Tech Demo** form will be displayed.



Tech Demo Invitation

Application ID: 20190622

Thank you for your participation in the checklist submission. We are pleased to invite you to the Tech Demo scheduled below.

Date: 13 May 2019

Time: 09:00 10:00

Venue:

1. Each company will be allocated 30-45 minutes (inclusive of Q&A) to conduct the demo. The demo shall be concise, cover key features of the solution and articulate how the solution can help the SMEs to improve productivity in their business operations or processes.

2. The demo shall include live action of the solution running on the intended hardware and network environment. If live action is not feasible, the demo shall include screenshots and/or video playback of how the solution is being used.

3. Please RSVP your attendance and provide us with the Name, Designation and contact details of presenters/representatives (Maximum 3 for the session) in the Remarks field below.

The Tech Demo is a scheduled session, hence we seek your cooperation to be punctual, arrive 10 minutes prior to the scheduled time, and adhere to the allocated presentation time. Upon arrival, please proceed to IMDA reception @ level 3 to check on the venue for the Tech Demo session

Accept   Decline

If you are unable to attend the assigned tech demo session, please select the next available option below:

15 May 2019
20 May 2019

a. Check the tech demo details in the form.
b. To accept the tech demo, select **[Accept]** on the radio button
c. To reschedule the tech demo, select **[Decline]** on the radio button. You will be prompted with two alternative tech demo dates. Kindly select the preferred date for the tech demo and our officer will try to schedule the date for your next tech demo invitation.
d. Click the **[Confirm]** button to Accept/Decline your Tech Demo session.

Note:

Should you choose to decline the Tech Demo, our Officers will re-schedule the tech demo session. You will receive another email notification on the next Tech Demo invitation, and we will require the confirmation via the system.

4. APPLICATION

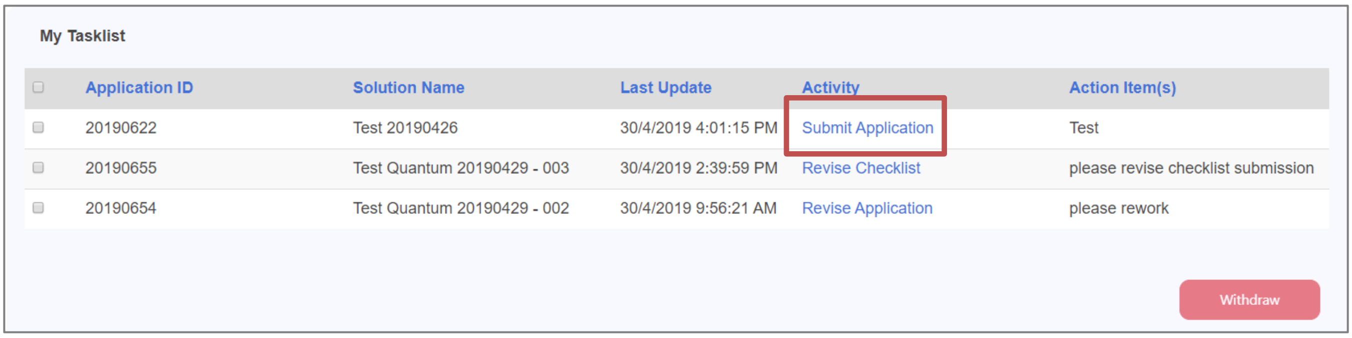
With the checklist evaluation and tech demo stages completed, Vendors will be then required to submit application. They will receive an email notification indicating they can now submit their application (refer to Appendix 7.5).

4.1 Application Submission

4.1.1 Submit application

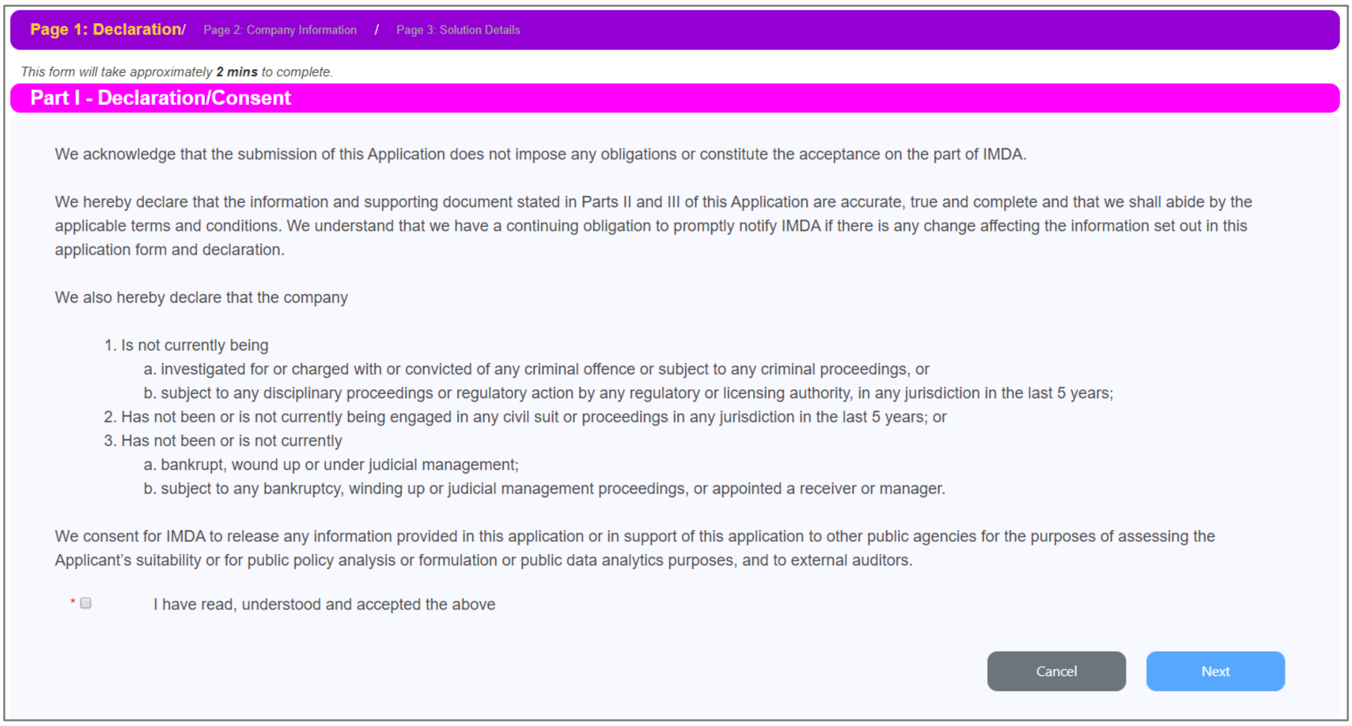
Once the checklist has been approved and the tech demo has completed, SGDPAS Officer will trigger the application submission. You will receive a notification email to submit application. You will be required to submit the application via the system.

1. Log in to the system. Refer to Section 2.3.
2. The **Task List** table will display a record “Submit Application”.



   a. Click **[Submit Application]** activity hyperlink.

3. **Application Submission** Form **(Page 1)** will be displayed.



Page 1: Declaration/ Page 2: Company Information / Page 3: Solution Details

*This form will take approximately **2 mins** to complete.*

Part I - Declaration/Consent

We acknowledge that the submission of this Application does not impose any obligations or constitute the acceptance on the part of IMDA.

We hereby declare that the information and supporting document stated in Parts II and III of this Application are accurate, true and complete and that we shall abide by the applicable terms and conditions. We understand that we have a continuing obligation to promptly notify IMDA if there is any change affecting the information set out in this application form and declaration.

We also hereby declare that the company

1. Is not currently being
   a. investigated for or charged with or convicted of any criminal offence or subject to any criminal proceedings, or
   b. subject to any disciplinary proceedings or regulatory action by any regulatory or licensing authority, in any jurisdiction in the last 5 years;
2. Has not been or is not currently being engaged in any civil suit or proceedings in any jurisdiction in the last 5 years; or
3. Has not been or is not currently
   a. bankrupt, wound up or under judicial management;
   b. subject to any bankruptcy, winding up or judicial management proceedings, or appointed a receiver or manager.

We consent for IMDA to release any information provided in this application or in support of this application to other public agencies for the purposes of assessing the Applicant's suitability or for public policy analysis or formulation or public data analytics purposes, and to external auditors.

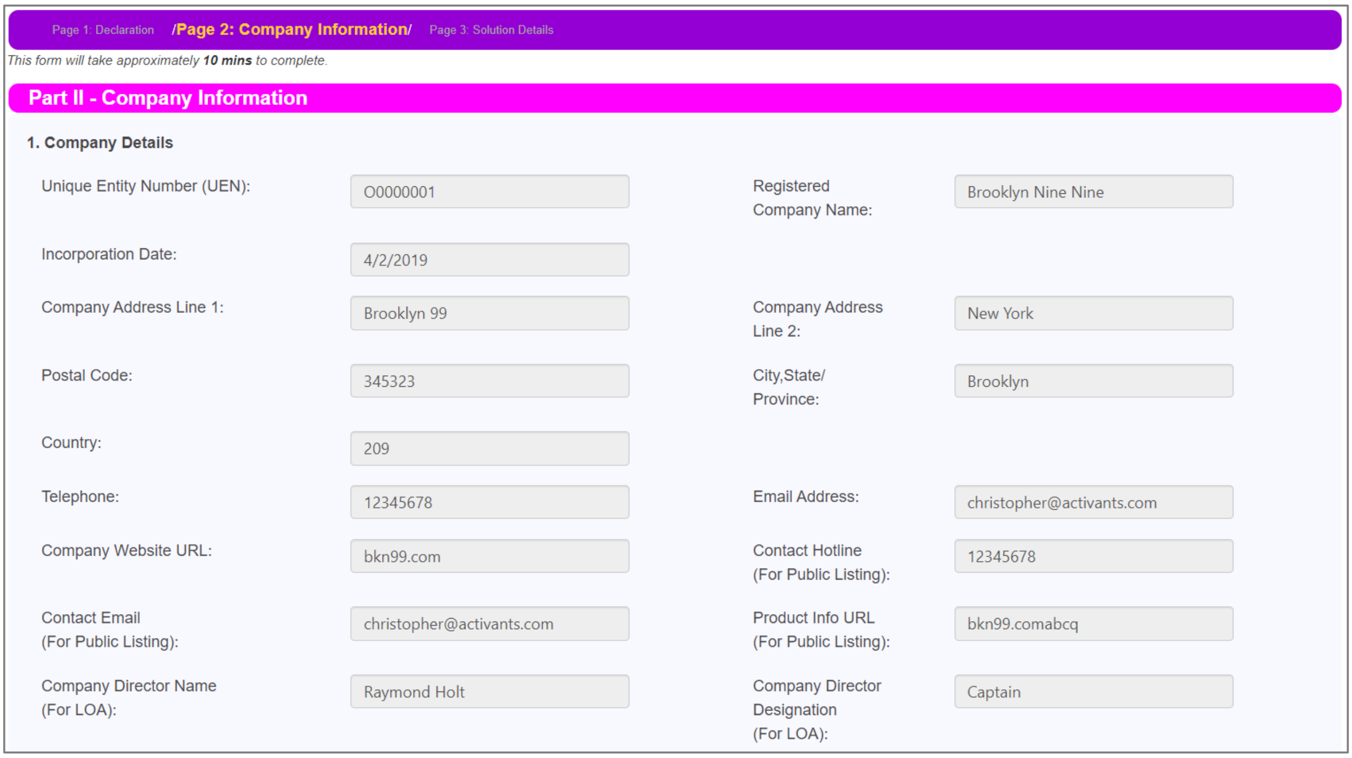
* I have read, understood and accepted the above

Cancel Next

a. Tick the **[Declaration]** checkbox

b. Click **[Next]** button**.**

4. **Application Submission** Form **(Page 2)** will be displayed.



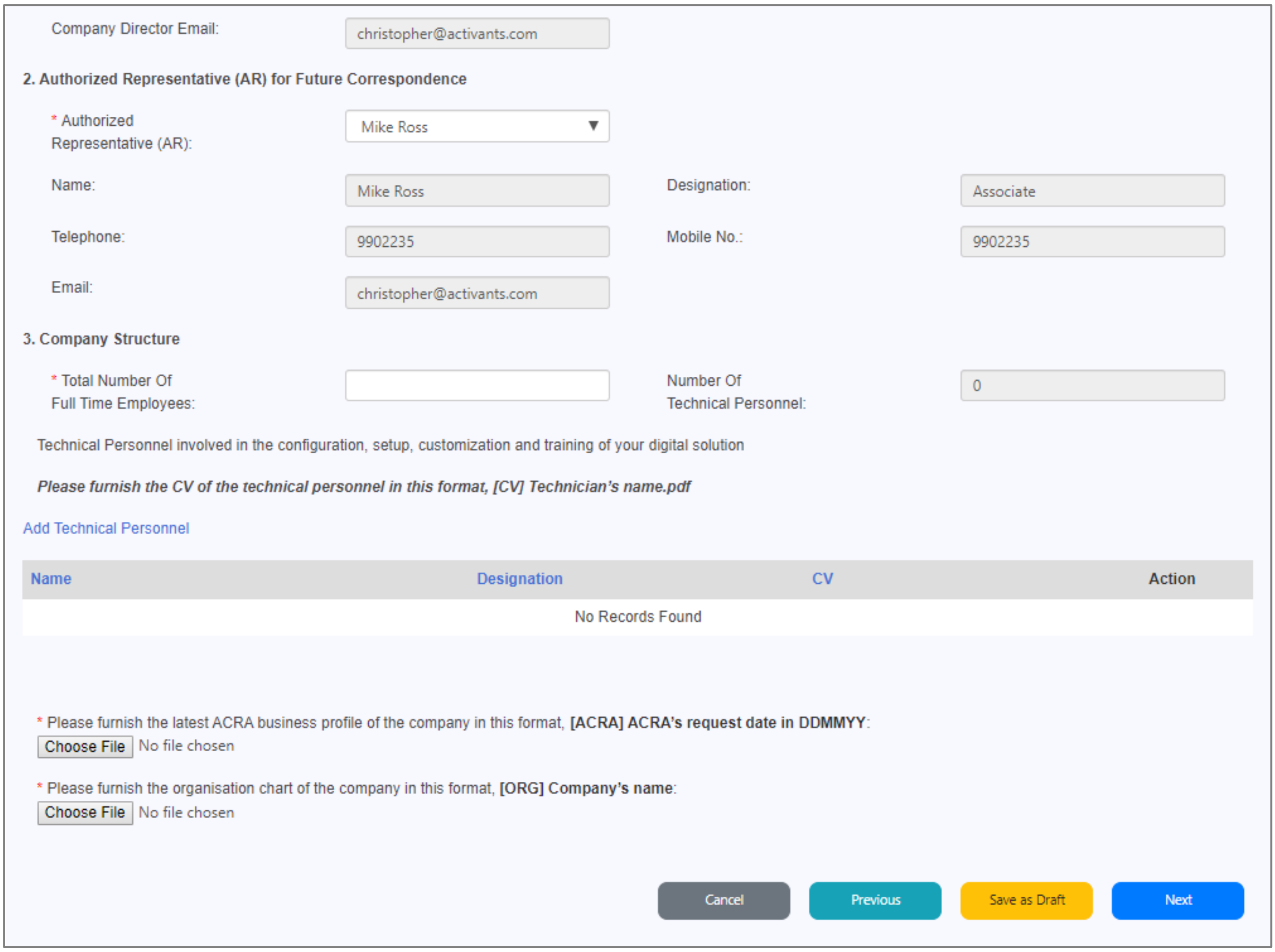
Page 1: Declaration **/Page 2: Company Information/** Page 3: Solution Details

*This form will take approximately **10 mins** to complete.*

Part II - Company Information

1. Company Details

Unique Entity Number (UEN):	O0000001	Registered Company Name:	Brooklyn Nine Nine
Incorporation Date:	4/2/2019		
Company Address Line 1:	Brooklyn 99	Company Address Line 2:	New York
Postal Code:	345323	City,State/ Province:	Brooklyn
Country:	209		
Telephone:	12345678	Email Address:	christopher@activants.com
Company Website URL:	bkn99.com	Contact Hotline (For Public Listing):	12345678
Contact Email (For Public Listing):	christopher@activants.com	Product Info URL (For Public Listing):	bkn99.comabcq
Company Director Name (For LOA):	Raymond Holt	Company Director Designation (For LOA):	Captain

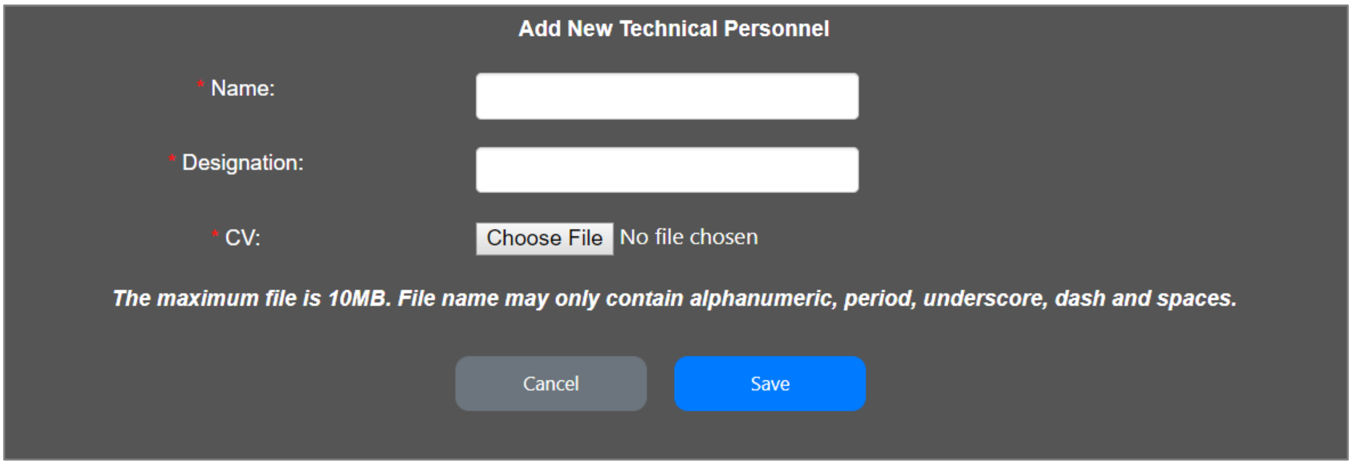


a. The **Company Detail** and **Authorized Representative (AR) for Future Correspondence** fields in the **[Company Information]** section is auto-populated from the vendor profile details and are not editable.

b. To change AR for the solution, select the **[Authorized Representatives]** from the dropdown and the AR details from the Vendor profile will be auto-populated accordingly.

c. Fill in the **[Total Number Of Full Time Employees]** field

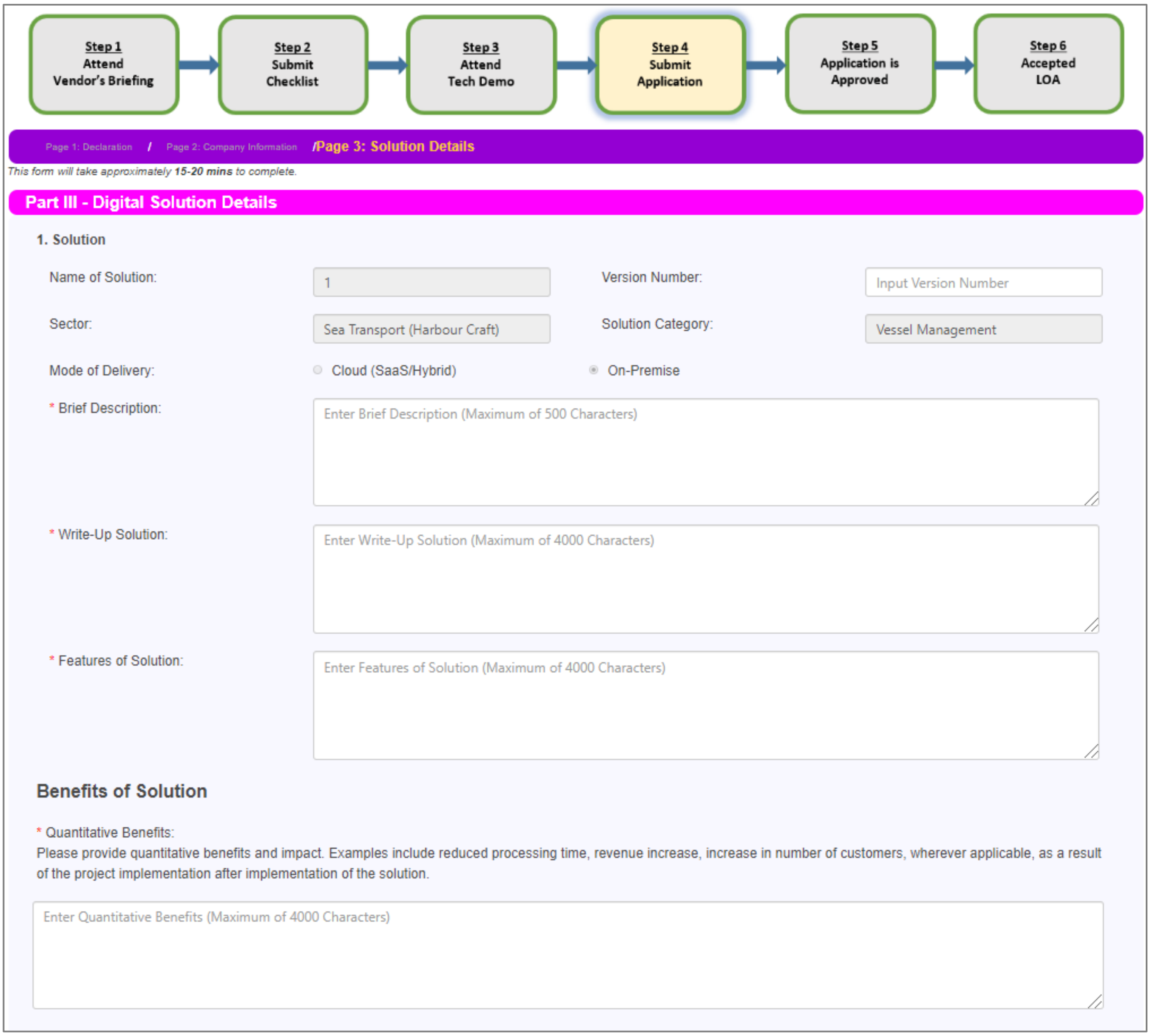
d. Click on the **[Add Personnel]** hyperlink located above the Technical Personnel multi-record table will display a pop-up window to add a Technical Personnel record.



   i. On the pop-up window, fill in the **[Name]** and **[Designation]** fields.
   ii. Upload **[CV]** file upload. Refer to section 1.2 Forms – File Uploads.
   iii. Click **[Save]** button will insert the record and close the pop-up window.
   iv. Click on **[Cancel]** will close the pop-up window.
   v. Click on the **[Delete]** hyperlink on the multi-record table to delete a record.

e. The **[Number Of Technical Personnel]** will be populated based on the number of records added in the Technical Personnel multi-record table.
f. Upload applicable files.
g. You can click on the step progress tab or **[Previous]** button to navigate to the previous step.
h. You can click on the **[Save as Draft]** button to save your application submission as a draft. Refer to section 5.1.2 on Continue draft application submission
i. Click the **[Next]** button.

5. **Application Submission** Form **(Page 3)** will be displayed.



Step 1 Attend Vendor's Briefing → Step 2 Submit Checklist → Step 3 Attend Tech Demo → Step 4 Submit Application → Step 5 Application is Approved → Step 6 Accepted LOA

Page 1: Declaration / Page 2: Company Information /Page 3: Solution Details

*This form will take approximately **15-20 mins** to complete.*

Part III - Digital Solution Details

1. Solution

Name of Solution: 1

Version Number: Input Version Number

Sector: Sea Transport (Harbour Craft)

Solution Category: Vessel Management

Mode of Delivery: Cloud (SaaS/Hybrid) On-Premise

* Brief Description: Enter Brief Description (Maximum of 500 Characters)

* Write-Up Solution: Enter Write-Up Solution (Maximum of 4000 Characters)

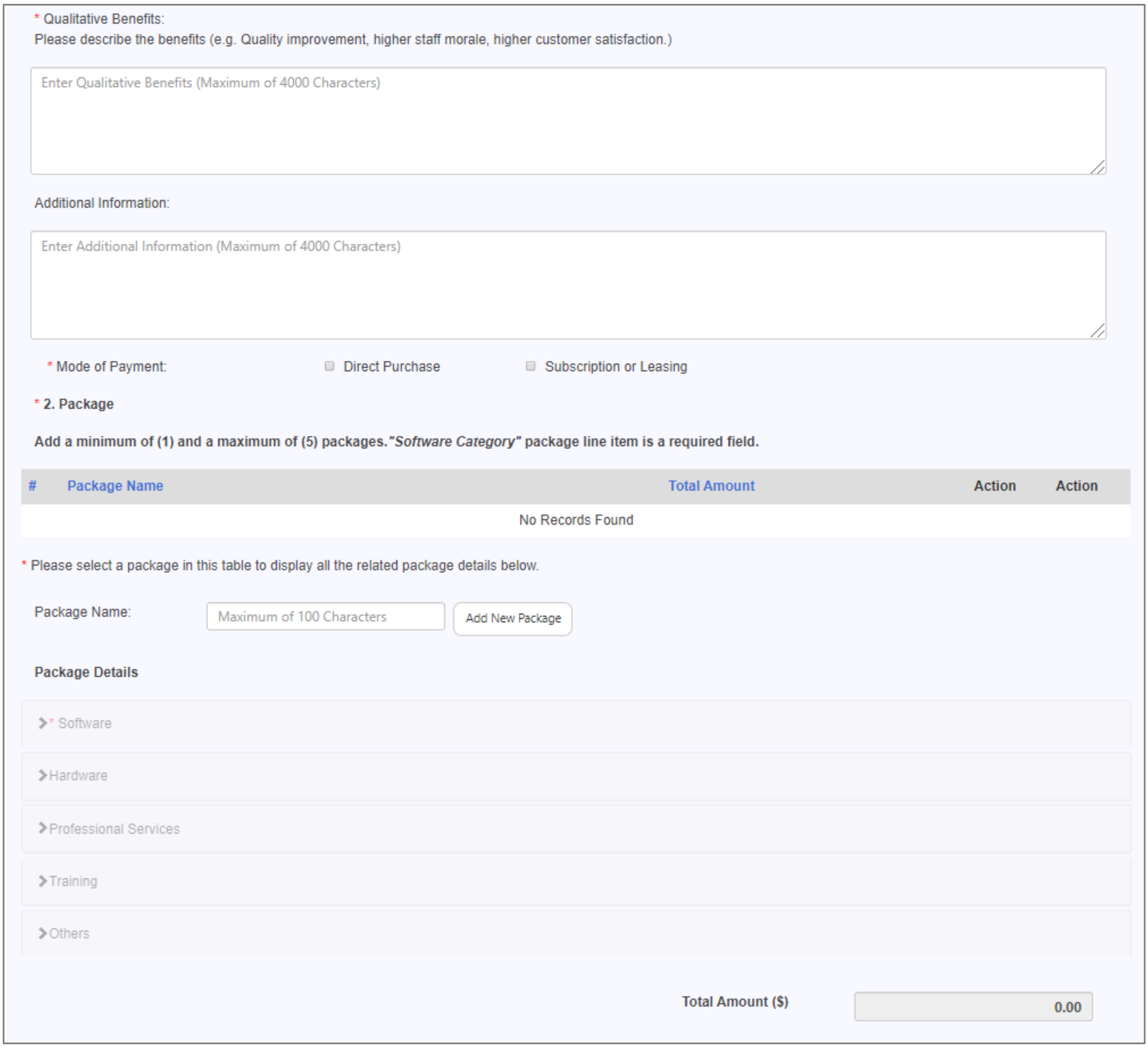
* Features of Solution: Enter Features of Solution (Maximum of 4000 Characters)

Benefits of Solution

* Quantitative Benefits:

Please provide quantitative benefits and impact. Examples include reduced processing time, revenue increase, increase in number of customers, wherever applicable, as a result of the project implementation after implementation of the solution.

Enter Quantitative Benefits (Maximum of 4000 Characters)


* Qualitative Benefits:
Please describe the benefits (e.g. Quality improvement, higher staff morale, higher customer satisfaction.)

Enter Qualitative Benefits (Maximum of 4000 Characters)

Additional Information:

Enter Additional Information (Maximum of 4000 Characters)

* Mode of Payment: Direct Purchase Subscription or Leasing

* 2. Package

Add a minimum of (1) and a maximum of (5) packages.*"Software Category"* package line item is a required field.

#	Package Name	Total Amount	Action	Action
No Records Found				

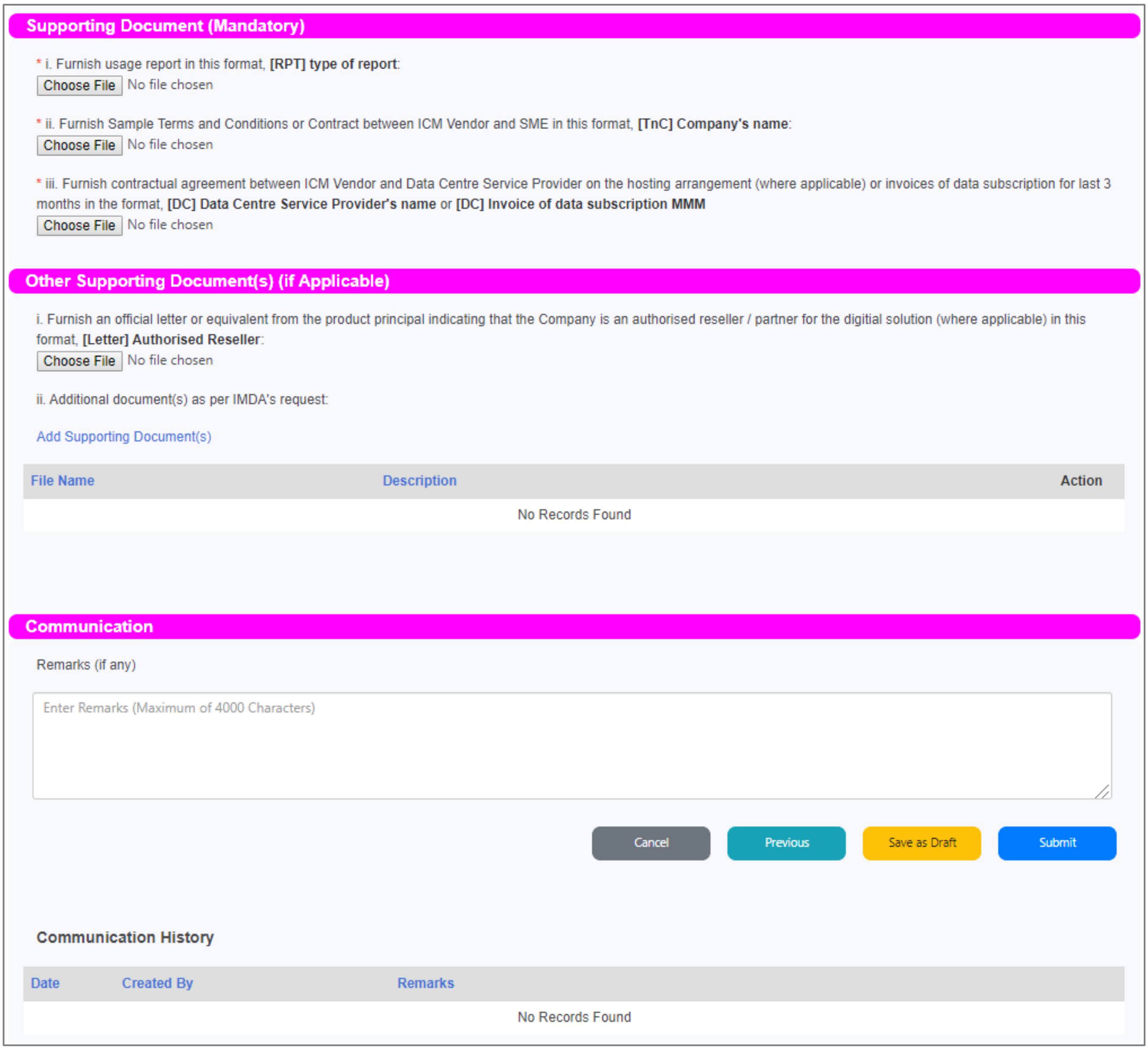
* Please select a package in this table to display all the related package details below.

Package Name: Maximum of 100 Characters Add New Package

Package Details

* Software
Hardware
Professional Services
Training
Others

Total Amount ($) 0.00



Supporting Document (Mandatory)

* i. Furnish usage report in this format, **[RPT] type of report**:

Choose File No file chosen

* ii. Furnish Sample Terms and Conditions or Contract between ICM Vendor and SME in this format, **[TnC] Company's name**:

Choose File No file chosen

* iii. Furnish contractual agreement between ICM Vendor and Data Centre Service Provider on the hosting arrangement (where applicable) or invoices of data subscription for last 3 months in the format, **[DC] Data Centre Service Provider's name** or **[DC] Invoice of data subscription MMM**

Choose File No file chosen

Other Supporting Document(s) (if Applicable)

i. Furnish an official letter or equivalent from the product principal indicating that the Company is an authorised reseller / partner for the digitial solution (where applicable) in this format, **[Letter] Authorised Reseller**:

Choose File No file chosen

ii. Additional document(s) as per IMDA's request:

Add Supporting Document(s)

File Name	Description	Action
	No Records Found	

Communication

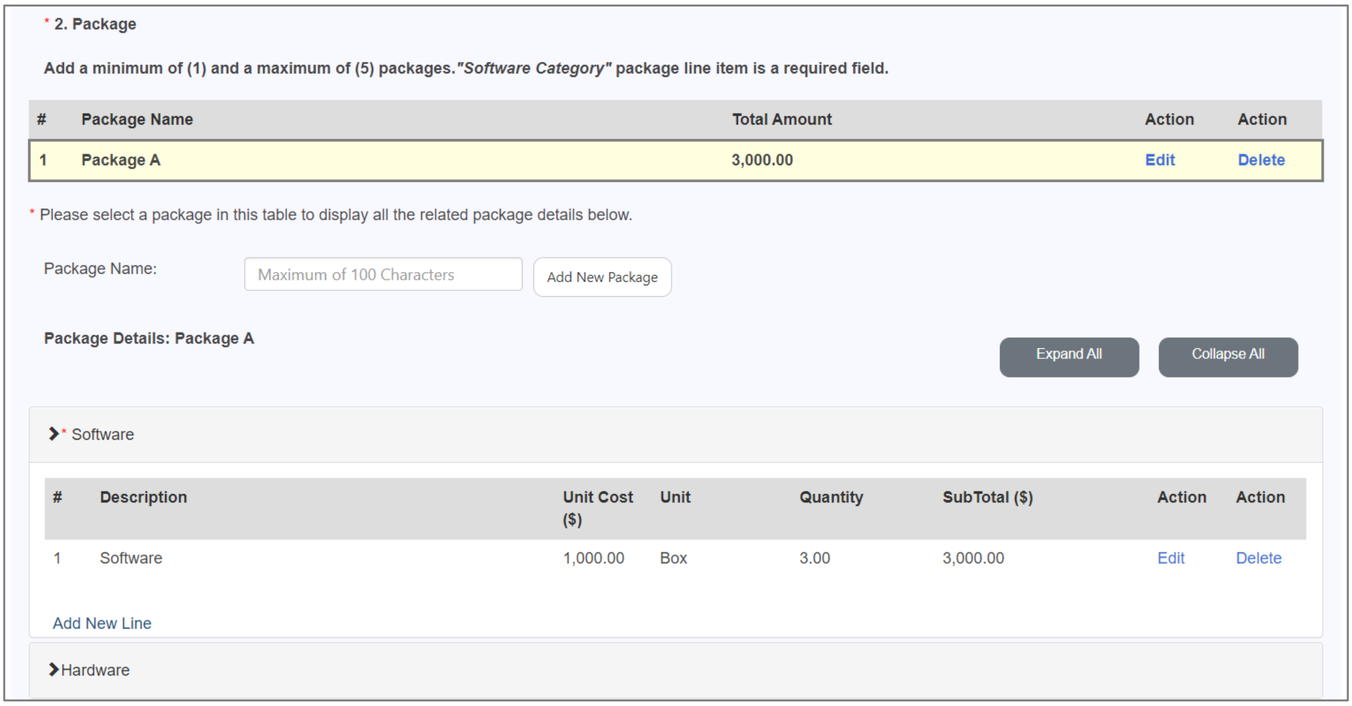
Remarks (if any)

Enter Remarks (Maximum of 4000 Characters)

Cancel Previous Save as Draft Submit

Communication History

Date	Created By	Remarks
		No Records Found



a. The Solution Details fields that are entered during checklist submission are auto populated and are not editable.

b. To add a package, enter the package name in the **[Package Name]** textbox and click on the **[Add New Package]** button.

c. To edit a package, click on the **[Edit]** hyperlink of the package record on the Package multi-record table.

d. To delete a package, click on the **[Delete]** hyperlink of the package record on the Package multi-record table.

e. To add a package detail in a package, click on the Package record on the Package multi-record table which will highlight the record. Click on one of the package detail categories (Software, Hardware, Professional Services, Training, and Others), the package detail multi-record section will be collapsed. Click on the **[Add New Line]** button.

f. To edit a package detail in a package, click on the Package record on the Package multi-record table which will highlight the record. Click on one of the package detail categories (Software, Hardware, Professional Services, Training, and Others), the package detail multi-record section will be expanded. Click on the **[Edit]** hyperlink of the package detail record on the Package Detail multi-record table.

g. To delete a package detail in a package, click on the Package record on the Package multi-record table which will highlight the record. Click on one of the package detail categories (Software, Hardware, Professional Services, Training and Others), the package detail multi-record section will be expanded. Click on the **[Delete]** hyperlink of the package detail record on the Package Detail multi-record table.

h. Fill in all mandatory fields. The mandatory fields are marked with a red asterisk on the labels.

i. Upload applicable files. Refer to section 1.2 Forms – File Uploads.

j. You can add your communication remarks in the **[Remarks]** field. Refer to Section 1.6 Communication.

k. You can click on the step progress tab or **[Previous]** button to navigate to the previous step.

l. You can click on the **[Save as Draft]** button to save the application submission as a draft. Refer to section 1.3 on Workflow – Save as Draft and section 5.1.2 on Continue draft application submission.

m. Click the **[Submit]** button.

Note:

After the application has been submitted, you will receive an acknowledgment email (refer to Appendix 7.6). This email confirms that the application has been successfully submitted. Workflow is then triggered for the application to be evaluated.

If information is inadequate, the application will be routed back to you for revision (refer to Appendix 7.7).

If the application is rejected, the application workflow will not proceed further, and you will receive a rejection email stating the application has been rejected (refer to Appendix 7.8).

4.1.2 Continue draft application submission

1. Log in to the system. Refer to Section 2.3.
2. To submit a saved as a draft application, in the **[Draft]** table.

Drafts

	Application ID	Solution Name	Activity	Last Saved
	DFTAP160084	Test 20190426	Application	30/4/2019 7:51:16 PM
	DFTCL2019000327	test draft saving 123456	Checklist	8/4/2019 10:31:45 AM
	DFTCL2019000309	multi line delete test	Checklist	8/4/2019 10:04:54 AM

a. Click the **[Solution Name]** hyperlink.

3. **Application Submission** form **(Step 2)** will be displayed. Refer to 5.1.1 to complete the submission.

4.1.3 Revise application

You will receive a notification email to revise the application submission if the information is inadequate. The revision is done via the system.

1. The **Task List** table will display a record "Revise Application".

My Tasklist

	Application ID	Solution Name	Last Update	Activity	Action Item(s)
	20190655	Test Quantum 20190429 - 003	30/4/2019 2:39:59 PM	Revise Checklist	please revise checklist submission
	20190654	Test Quantum 20190429 - 002	30/4/2019 9:56:21 AM	Revise Application	please rework

   a. Click the **[Activity]** hyperlink.

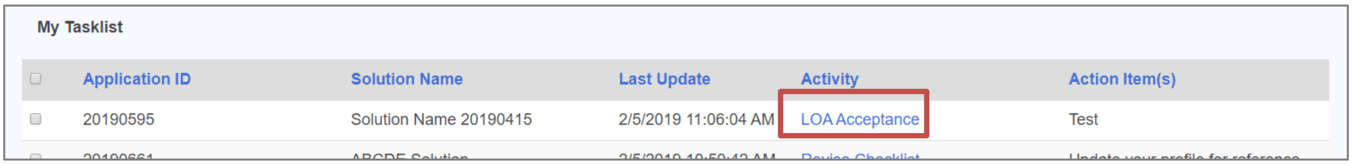
2. **Application Submission** form **(Step 3)** will be displayed.
3. Read the remarks given by the SGDPAS officer on the **[Communication]** section (Refer to Section 1.7 Communication) and revise the application accordingly (Refer to 5.1.1 to revise application submission).

4.2 Letter of Appointment (LOA) Acceptance

Upon approval of the application, you will receive a notification email to accept the LOA (refer to Appendix 7.9). You will be required to declare and accept the LOA via the system.

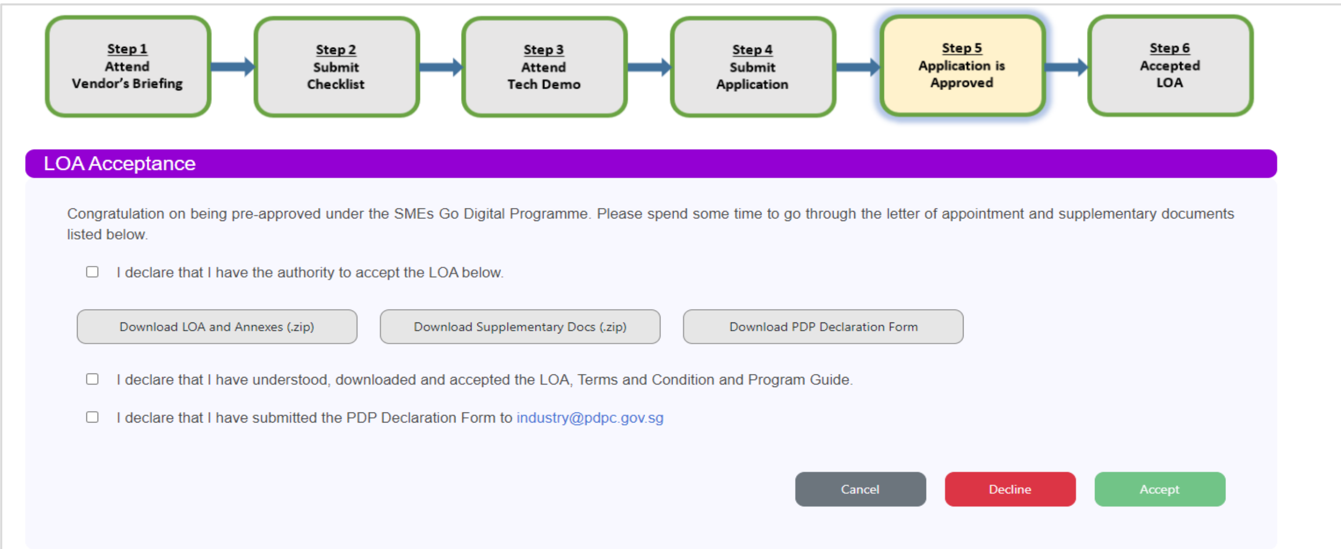
4.2.1 Confirm LOA

1. Log in to the system. Refer to Section 2.3.
2. The **Task List** table will display a record "LOA Acceptance".



   a. Click the **[LOA Acceptance]** activity hyperlink.

3. **LOA Acceptance** form will be displayed.



   a. Click on the **[Download LOA Annexes (.zip)]** button, **[Download Supplementary Docs (.zip)]** button, and **[Download PDP Declaration Form]** button to download the LOA and Annexes, Supplementary Docs, and PDP Declaration Form respectively.
   b. Tick the declaration checkboxes. All declaration checkboxes must be ticked before the Accept button is enabled.
   c. Click **[Accept]** button.
   d. Click the **[Decline]** button to reject the LOA.

Note:

You will need to accept the LOA before the acceptance due date which is stated in the notification email. Once the acceptance due date has passed, the LOA will lapse.

5. CHANGE REQUEST

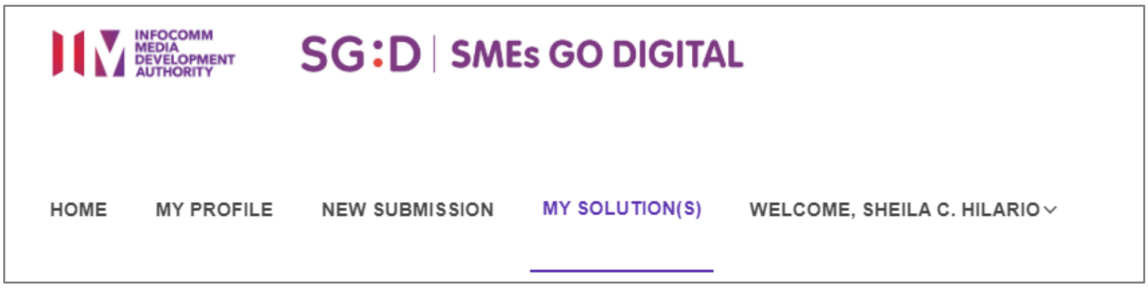
The vendor may submit a change request for their approved solution.

5.1 Change Request Submission

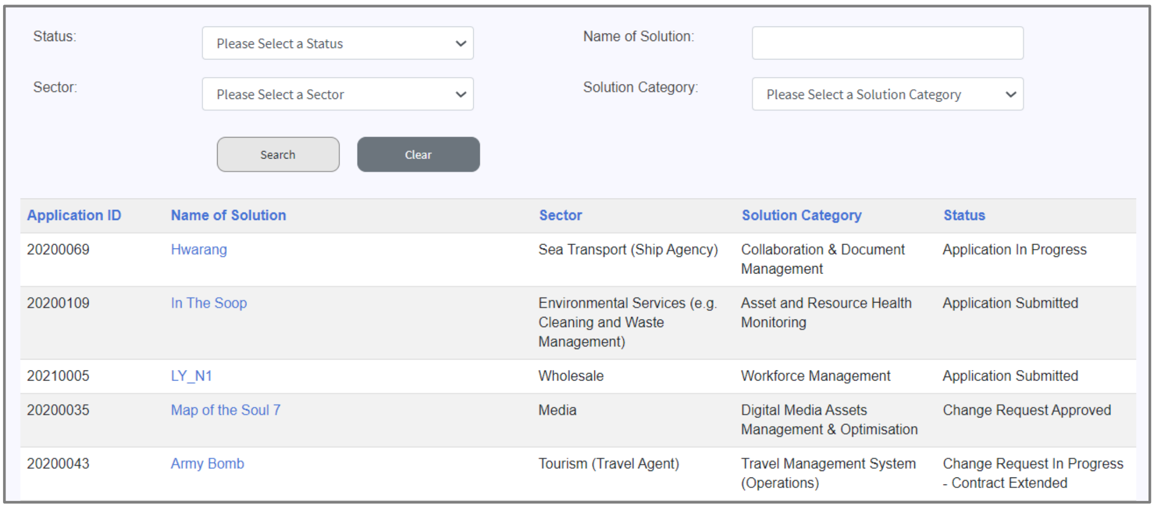
5.1.1 Submit change request

1. Log in to the system. Refer to Section 2.3.

2. Click on the **[My Solutions]** on the menu.



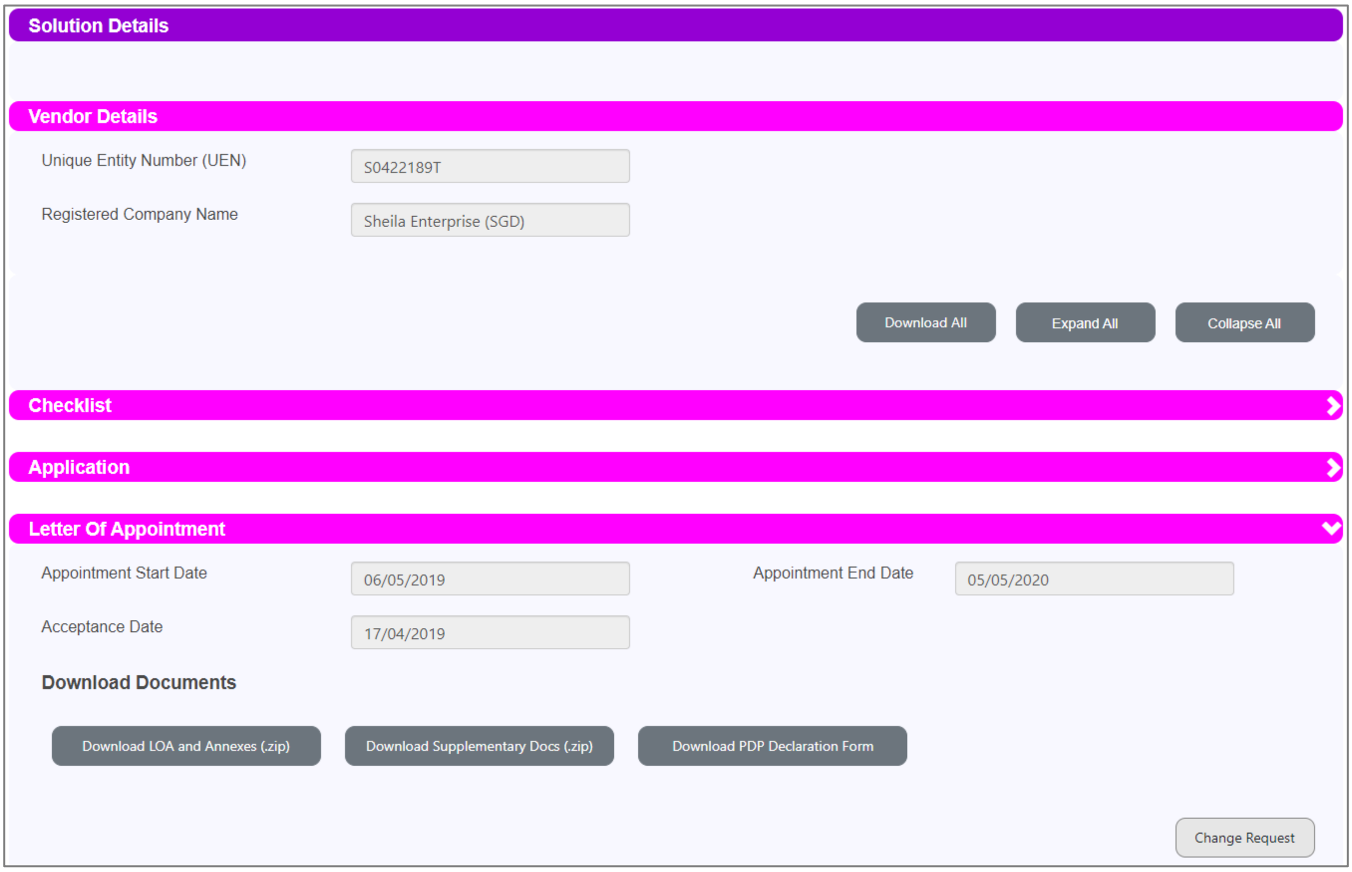
3. **Solution Listing** page will be displayed.



Application ID	Name of Solution	Sector	Solution Category	Status
20200069	Hwarang	Sea Transport (Ship Agency)	Collaboration & Document Management	Application In Progress
20200109	In The Soop	Environmental Services (e.g. Cleaning and Waste Management)	Asset and Resource Health Monitoring	Application Submitted
20210005	LY_N1	Wholesale	Workforce Management	Application Submitted
20200035	Map of the Soul 7	Media	Digital Media Assets Management & Optimisation	Change Request Approved
20200043	Army Bomb	Tourism (Travel Agent)	Travel Management System (Operations)	Change Request In Progress - Contract Extended

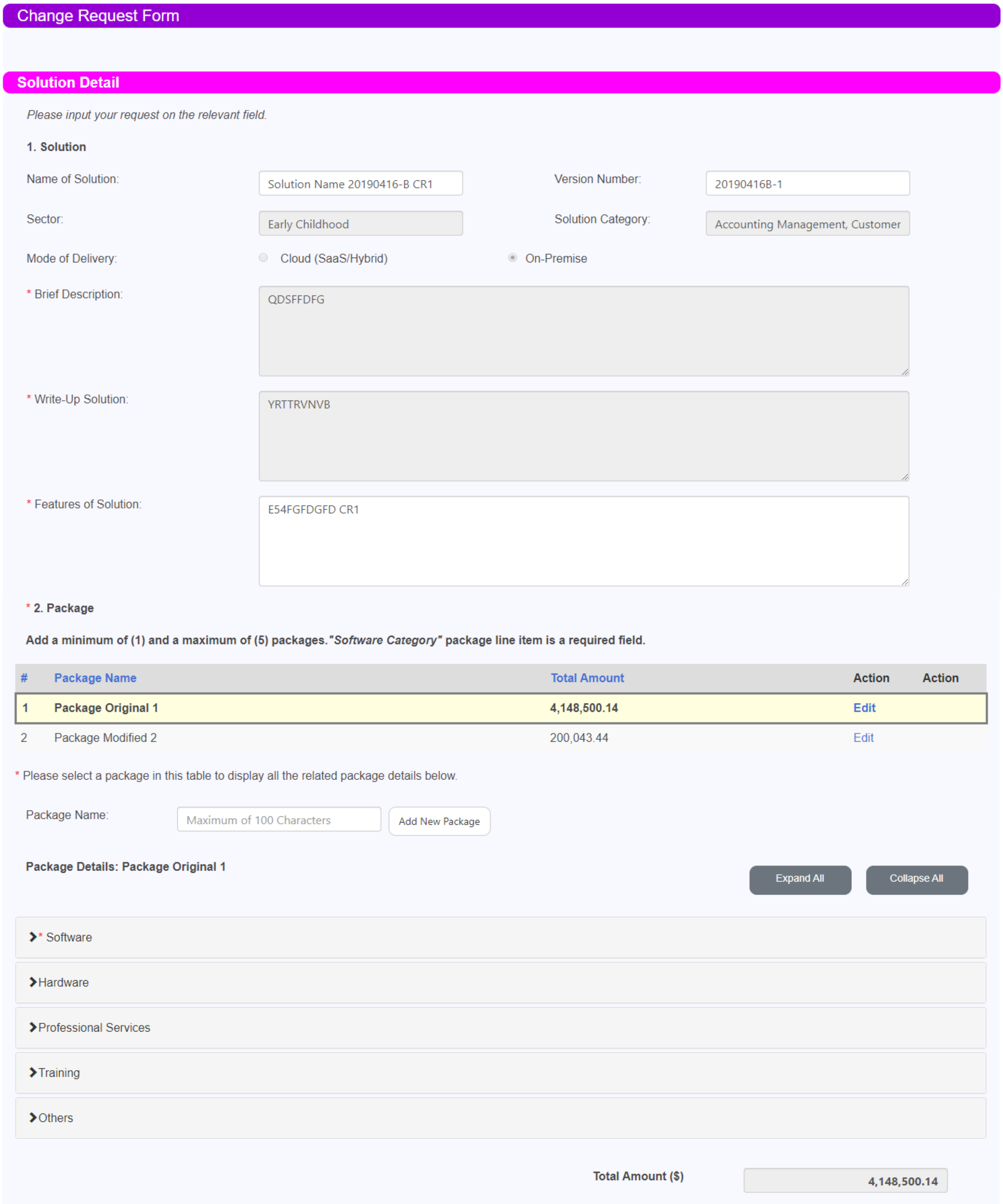
a. Click the **[Name of Solution]** of an approved solution (Status: Application Approved or Change Request Approved) in the listing table.

4. The **Solution Details** page will be displayed.



a. Click **[Change Request]** button under the **[Letter Of Appointment]** section.

5. **Change Request** form will be displayed.



Change Request Form

Solution Detail

Please input your request on the relevant field.

1. Solution

Name of Solution: Solution Name 20190416-B CR1

Version Number: 20190416B-1

Sector: Early Childhood

Solution Category: Accounting Management, Customer

Mode of Delivery: Cloud (SaaS/Hybrid) On-Premise

* Brief Description: QDSFFDFG

* Write-Up Solution: YRTTRVNVB

* Features of Solution: E54FGFDGFD CR1

* **2. Package**

Add a minimum of (1) and a maximum of (5) packages. "*Software Category*" package line item is a required field.

#	Package Name	Total Amount	Action	Action
1	**Package Original 1**	**4,148,500.14**	**Edit**	
2	Package Modified 2	200,043.44	Edit	

* Please select a package in this table to display all the related package details below.

Package Name: Maximum of 100 Characters Add New Package

Package Details: Package Original 1

Expand All Collapse All

* Software

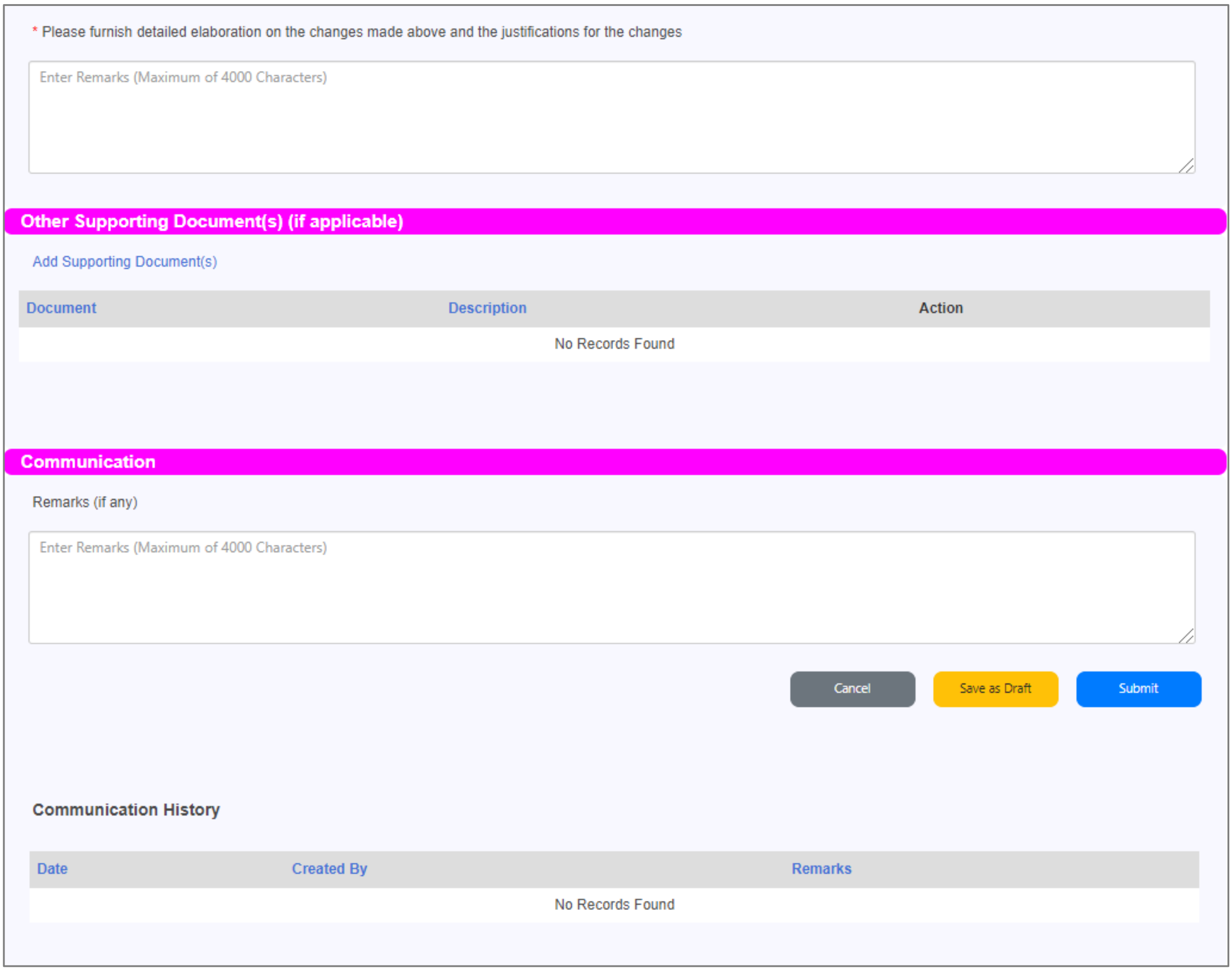
Hardware

Professional Services

Training

Others

Total Amount ($) 4,148,500.14



a. **[Name of Solution]** textbox, **[Version Number]** textbox, and **[Features of Solution]** text area can be updated.
b. To add a package, enter the package name in the **[Package Name]** textbox and click on the **[Add New Package]** button.
c. To edit a package, click on the **[Edit]** hyperlink of the package record on the Package multi-record table.
d. To delete a package, click on the **[Delete]** hyperlink of the package record on the Package multi-record table.
e. To add a package detail in a package, click on the Package record on the Package multi-record table which will highlight the record. Click on one of the package detail categories (Software, Hardware, Professional Services, Training, and Others), the package detail multi-record section will be expanded. Click on **[Add New Line]** button.

f. To edit a package detail in a package, click on the Package record on the Package multi-record table which will highlight the record. Click on one of the package detail categories (Software, Hardware, Professional Services, Training, and Others), the package detail multi-record section will be expanded. Click on the **[Edit]** hyperlink of the package detail record on the Package Detail multi-record table.
g. To delete a package detail in a package, click on the Package record on the Package multi-record table which will highlight the record. Click on one of the package detail categories (Software, Hardware, Professional Services, Training, and Others), the package detail multi-record section will be expanded. Click on the **[Delete]** hyperlink of the package detail record on the Package Detail multi-record table.
h. Fill in the detailed elaboration and justification of the changes on the [Please furnish detailed elaboration on the changes made above and the justifications for the changes] text area.
i. Upload other support documents if applicable. Refer to section 1.5 on Supporting Document.
j. You can add your communication remarks in the **[Remarks]** field. Refer to Section 1.6 Communication.
k. You can click on the **[Save as Draft]** button to save the Change Request submission as a draft. Refer to section 1.3 on Workflow – Save as Draft and section 6.1.2 on Continue draft change request submission
l. Click the **[Submit]** button.

Note:

After a change request has been submitted, you will receive an acknowledgment email. This email confirms that your change request has been successfully submitted (refer to Appendix 7.10). Workflow is then triggered for the change request to be evaluated.

If information is inadequate, the change request will be routed back to the user for revision (refer to Appendix 7.11).

If the change request is rejected, the change request workflow will not proceed further, and you will receive a rejection email (refer to Appendix 7.12).

If the change request is approved, you will receive an approval email attached with the addendum (refer to Appendix 7.13).

5.1.2 Continue draft change request submission

1. Log in to the system. Refer to Section 2.3.

2. To retrieve a saved draft change request, in the **[Draft]** table.

Drafts

	Application ID	Solution Name	Activity	Last Saved
	DFTCR2019000490	Solution Name 20190409 CR2	Change Request	2/5/2019 2:51:53 PM

   a. Click the **[Solution Name]** hyperlink.

3. **Change Request Submission** form will be displayed. Refer to 6.1.1 to complete the submission.

5.1.3 Revise change request

You will receive a notification email to revise your change request if the information is inadequate. The revision is done via the system

1. Login to the system. Refer to Section 2.3.
2. The **Task List** table will display a record "Revise Change Request".

My Tasklist

	Application ID	Solution Name	Last Update	Activity	Action Item(s)
	20190577	Solution Name 20190409 CR2	2/5/2019 3:15:39 PM	Revise Change Request	please revise CR submission
	20190595	Solution Name 20190415	2/5/2019 11:06:04 AM	LOA Acceptance	Test
	20190661	ABCDE Solution	2/5/2019 10:50:42 AM	Revise Checklist	Update your profile for reference

   b. Click the **[Activity]** hyperlink.

3. **Change Request Submission** form will be displayed.
4. Read the remarks given by the SGDPAS officer on the **[Communication]** section (Refer to Section 1.7 Communication) and revise the change request accordingly (Refer to 6.1.1 to revise the change request submission).

6. SOLUTION

The **[Solution Listing]** page is where the Vendor's on-going or approved solutions can be viewed. Solution details will be loaded as read-only records and Vendors will not be able to update any fields or upload any documents.

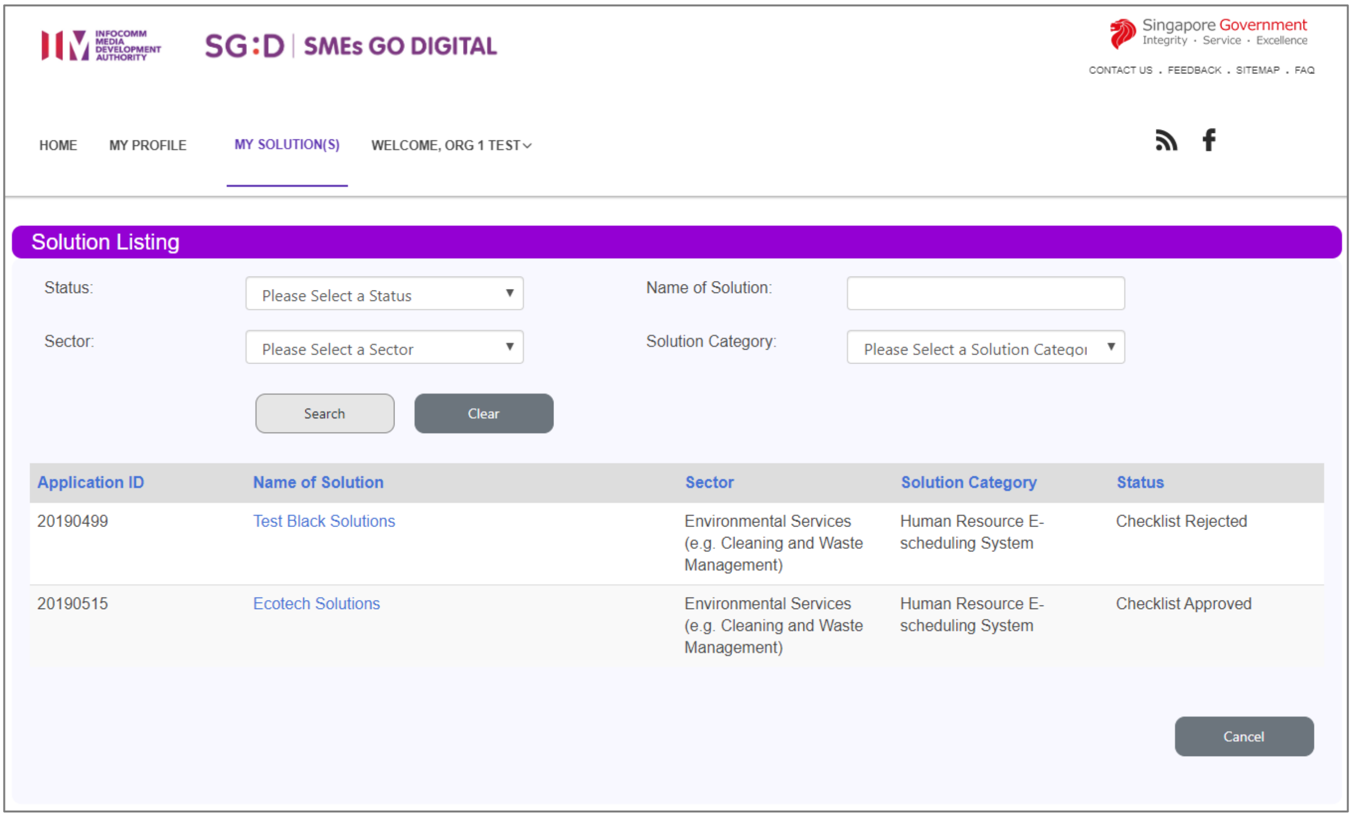
Refer to section 7.14 to see the list of solution status.

Refer to section 3.1 for the steps to submit a checklist.

Refer to section 4.1 for the steps to submit an application.

Refer to section 5.1 for the steps to submit a change request.

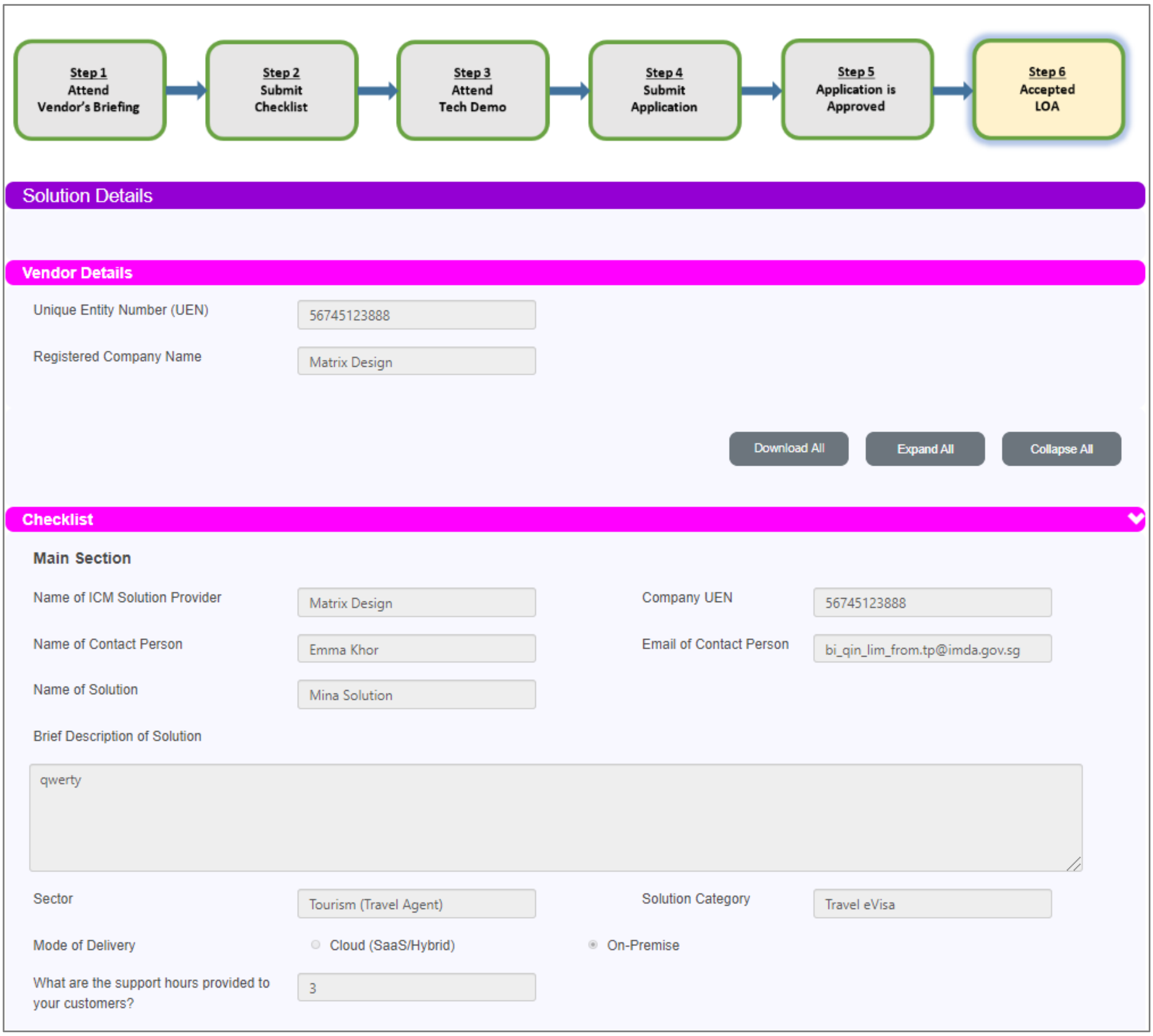
1. Log in to the system. Refer to Section 2.3.
2. Click on **[My Solution]** on the menu.



a. The solution listing table includes the following information:
   - Application ID
   - Name of Solution
   - Sector
   - Solution Category
   - Status

b. Click **[Solution Name]** hyperlink in the listing table.

3. **Solution Details** will be displayed



Eligibility Criteria

Has your company deployed this solution to at least 5 SMEs within the last 18 months AND must still be using the solution in the past 6 months? Furnish the survey forms & invoices in this format, **[SUR] SME's Name & [INV] SME's Name** respectively. ○ Yes ◉ No

SMEs - Small and Medium-sized Enterprises refer to:

- Business entities registered & operating in Singapore.
- Company's Group annual sales turnover not more than $100 million **OR** Company's Group employment size not more than 200 workers.

The 5 SMEs must not be subsidiaries or affiliated.
IMDA may contact the Satisfied SMEs for validation.

Letter Of Intent/Interest (LOI) is no longer required.

Does your company have positive net equity based on the latest financial statement in the last Financial Year? ○ Yes ◉ No

[Total Net Equity = Total Assets - Total Liabilities]

Has your company made plans for managing and administering resources for mass deployment? ○ Yes ◉ No

E.g. resources to implement multiple projects at any point of time, support for pre-sales and post-implementation etc.

Self-Assessment Checklist
self asmt checklist.pdf

Supporting Documents (Mandatory)

i. Digital solution brochure/specification
[BROC] Test.pdf

ii. System screenshots
SS Test.pdf

Other Supporting Document(s) (if applicable)

Supporting Document	Remarks
Support Docs.zip	xxx

Application

Authorised Representative

Name	Emma Khor	Designation	Designer
Telephone No.	96537229	Mobile No.	96537229
Fax		Email Address	mmarkalexis@yahoo.com

Company Structure

Total Number of Full Time Employees	6	Number of Technical Personnel	1

Technical Personnel involved in the configuration, setup, customization and training of the digital solution listed in item 4

Name	Designation	CV
Alex Ong	Manager	

ACRA Business Profile
ACRA Test.pdf

Organisation Chart
ORG Test.pdf

Solution

Name of Solution	Mina Solution	Version Number	20
Sector	Tourism (Travel Agent)	Solution Category	Travel eVisa
Mode of Delivery	Cloud (SaaS/Hybrid)	On-Premise	

Brief Description: ccc

Write-Up Solution: ccccc

Features of Solution: ccccccccccccccc

Benefits of Solution

Quantitative Benefits:
Please provide quantitative benefits and impact. Examples include reduced processing time, revenue increase, increase in number of customers, wherever applicable, as a result of the project implementation after implementation of the solution.

xxxx

Qualitative Benefits:
Please describe the benefits (e.g. Quality improvement, higher staff morale, higher customer satisfaction.)

xxxxx

Additional Information

xxxxxxxxxxxxxxxxxx

Mode of Payment ☑ Direct Purchase ☑ Subscription or Leasing

2. Package

No.	Package Name	Total Amount
1	Package A	246.84

Please select a package in this table to display all the related package details below

Package Details

> Software

> Hardware

> Professional Services

> Training

> Others

Total Amount ($) 0.00

Supporting Document (Mandatory)

i. Usage Report
RPT Test.pdf

ii. Sample Terms and Conditions or Contract between ICM Vendor and SME
TnC Test.pdf

iii. Contractual agreement between ICM Vendor and Data Centre Service Provider on the hosting arrangement (where applicable) or invoices of data subscription for last 3 months
DC Test.pdf

Other Supporting Document(s) (if Applicable)

i. Official letter or equivalent from the product principal indicating that the Company is an authorised reseller / partner for the digitial solution (where applicable)
Letter Test.pdf

ii. Additional document(s) as per IMDA's request:

Supporting Document	Description
No Records Found	

Letter Of Appointment

Appointment Start Date	02/05/2020	Appointment End Date	01/05/2021
Extended Start Date	02/05/2021	Extended End Date	01/05/2022
Acceptance Date	24/04/2020		

Download Documents

Download LOA and Annexes (.zip) | Download Supplementary Docs (.zip) | Download PDP Declaration Form

Change Request

Communication History

Date	Created By	Remarks
No Records Found		

Cancel

a. Click the **[File Name]** hyperlink to download solution related files.
b. Click the **[Download All]** button under the **[Vendor Details]** section to download all available solution related files.
c. Click the **[Change Request]** button under the **[Change Request]** section to submit a change request for an approved solution.

Note:

You will be able to download all solution related files and supporting documents that you have submitted during the submission (checklist/application/change request).

7. APPENDIX

7.1 Notification Email - [For Vendor's Information] Withdrawal of Checklist Submission

Fri 31/5/2019 4:17 PM

SMEs_Go_Digital_Pre-Approval@imda.gov.sg <grants_online@imda.gov.sg>

[For Vendor's Information] Withdrawal of Checklist SUBMISSION (20190026)

To

Cc

Dear

We have noted your withdrawal for Checklist submission (20190026).

Thank you.

Note: This is a computer-generated reply. Please do not reply to this email.

7.2 Notification Email - [For Vendor's Information] Checklist Submission Received in SGDPAS

Fri 31/5/2019 4:14 PM

SMEs_Go_Digital_Pre-Approval@imda.gov.sg <grants_online@imda.gov.sg>

[For Vendor's Information] Checklist Submission Received in SGD (20190026)

To

Cc

Dear

Thank you for your interest in SMEs Go Digital programme.

We have received your checklist submission (20190026) and will review the information provided.

Our officer will contact you via the system should there be any enquiry.

Thank you.

Note: This is a computer-generated reply. Please do not reply to this email.

7.3 Notification Email – [For Vendor's Action] Clarification on Checklist Submission

Thu 30/5/2019 7:17 PM

SMEs_Go_Digital_Pre-Approval_TESTING@imda.gov.sg

[For Vendor's Action] Clarification on Checklist Submission (20190062)

To

Cc

Dear

The officer has clarification on the checklist submission.

Please log into the SGDS to review the clarification and re-submit the checklist.

Note: This is a computer-generated reply. Please do not reply to this email.

7.4 Notification Email – [For Vendor's Information] Rejected Checklist Submission

Mon 22/4/2019 4:38 PM

SMEs_Go_Digital_Pre-Approval_TESTING@imda.gov.sg

[For Vendor's Information] Rejected Checklist Submission (20190205)

To

Cc

Dear

We regret to inform that your checklist submission (20190205) has been rejected.

Thank you.

Note: This is a computer-generated reply. Please do not reply to this email.

7.5 Notification Email – [For Vendor's Action] Tech Demo Invitation and Attendance Confirmation

Fri 31/5/2019 2:35 PM
SMEs_Go_Digital_Pre-Approval@imda.gov.sg
[For Vendor's Action] Tech Demo Invitation and Attendance Confirmation (20190025)
To
Cc

Dear

You have been invited to attend tech demo.

Application ID: 20190025

Please log into the SGDS to confirm the proposed tech demo date or reschedule to an alternate dates.

Note: This is a computer-generated reply. Please do not reply to this email.

7.6 Notification Email – [For Vendor's Information] Application Submission Received in SGDPAS

Fri 31/5/2019 3:01 PM
SMEs_Go_Digital_Pre-Approval@imda.gov.sg <grants_online@imda.gov.sg>
[For Vendor's Information] Application Submission Received in SGDS (20190025)
To
Cc

Dear

We have received your application submission (20190025) and will review the information provided.

We will notify you the result of your submission.

Thank you.

Note: This is a computer-generated reply. Please do not reply to this email.

7.7 Notification Email – [For Vendor's Action] Clarification on Application Submission

Wed 29/5/2019 12:01 PM
SMEs_Go_Digital_Pre-Approval@imda.gov.sg
[For Vendor's Action] Clarification on Application Submission (20190018)
To
Cc

Dear

The evaluator has clarification on the application submission (20190018).

Please log into the SGDS to review the clarification and re-submit the application.

Note: This is a computer-generated reply. Please do not reply to this email.

7.8 Notification Email – [For Vendor's Action] Clarification on Application Submission

Thu 30/5/2019 7:12 PM
SMEs_Go_Digital_Pre-Approval@imda.gov.sg
[For Vendor's Information] Rejected Application Submission (20190022)
To
Cc

Dear

We regret to inform that your application submission (20190022) has rejected.

Thank you.

Note: This is a computer-generated reply. Please do not reply to this email.

7.9 Notification Email – [For Vendor's Action] Approved Application Submission and Accept LOA

Fri 31/5/2019 3:32 PM
SMEs_Go_Digital_Pre-Approval@imda.gov.sg
[For Vendor's Action] Approved Application Submission and Accept LOA (20190025)
To
Cc

Dear

We are glad to inform that your application submission has been approved and acceptance due date for the letter of appointment is 05 Jun 2019.

Please log into the SGDS to accept the letter of appointment.

Note: This is a computer-generated reply. Please do not reply to this email.

7.10 Notification Email – [For Vendor's Information] Change Request Submission in SGDPAS

Fri 31/5/2019 3:48 PM
SMEs_Go_Digital_Pre-Approval@imda.gov.sg <grants_online@imda.gov.sg>
[For Vendor's Information] Change Request Submission by Test Holdings Received in SGDS (20190025)
To
Cc

Dear

We have received your change request submission (20190025) and will review the information provided.

You will be notified once the change request is approved.

Thank you.

Note: This is a computer-generated reply. Please do not reply to this email.

7.11 Notification Email – [For Vendor's Action] Clarification requested by CR Officer on Change Request

Wed 29/5/2019 2:33 PM
SMEs_Go_Digital_Pre-Approval@imda.gov.sg
[For Vendor's Action] Clarification requested by CR Officer on Change Request (20190014)
To
Cc

Dear

The CR Officer has clarification on the change request (20190014).

Please log into the SGDS to review the clarification and re-submit the change request.

Note: This is a computer-generated reply. Please do not reply to this email.

7.12 Notification Email – [For Vendor's Information] Rejected Change Request

Wed 29/5/2019 11:02 AM
SMEs_Go_Digital_Pre-Approval@imda.gov.sg
[For Vendor's Information] Rejected Change Request (20190014)
To
Cc

Dear

We regret to inform that the change request (20190014) has been rejected.

Thank you.

Note: This is a computer-generated reply. Please do not reply to this email.

7.13 Notification Email – [For Vendor's Information] Approved Change Request

Fri 31/5/2019 4:07 PM

SMEs_Go_Digital_Pre-Approval@imda.gov.sg

[For Vendor's Information] Approved Change Request (20190025)

To

Cc

20190025_20190531160635.zip
192 KB

Dear

We are glad to inform that your change request (20190025) has been approved. Please find the attached addendum.

Thank You.

Note: This is a computer-generated reply. Please do not reply to this email.

7.14 Notification Email – [For Vendor's Information] Reminder on Contract Extension

Wed 3/10/2021 7:00 AM

SMEs_Go_Digital_Pre-Approval_TESTING@imda.gov.sg

Gentle Reminder on Extension of Pre-Approved@SMEsGoDigital Appointment (Matrix Design)

To

Dear

We refer to the Letter of Appointment (LOA) 2020/Pre-Approved@SMEsGoDigital/LOA/20190257 on your one-year appointment as a Pre-Approved@SMEsGoDigital Vendor for 12.40 lb solution Version 1.02 which started from 08 July 2020.

We are pleased to inform you that your contract appointment has been successfully extended for another year. Kindly refer to your LOA on the 'Extended Appointment Period'.

Should you have any query, please contact us at SME_Pre_Approval@imda.gov.sg.

Thank you.

Note: This is a computer-generated reply. Please do not reply to this email.

7.15 Notification Email – [For Vendor's Information] Reminder on Expiry Contract

Thu 2/4/2021 7:01 AM
SMEs_Go_Digital_Pre-Approval_TESTING@imda.gov.sg
Gentle Reminder on Expiry for Pre-Approved@SMEsGoDigital Appointment (Andre Corporate Pte. Ltd.)
To

Dear

We refer to the Letter of Appointment (LOA) 2020/Pre-Approved@SMEsGoDigital/LOA/20200003 on your one-year appointment as a Pre-Approved@SMEsGoDigital Vendor for Super HRMS Version 1.0.2 which started from 16 March 2020. Your appointment will be expiring on 15 March 2021.

Please note that IMDA will not be exercising the option to extend this appointment after our evaluation.

Upon the expiry of your appointment:

1. Your solution, Super HRMS Version 1.0.2 will be delisted from the Business Grant Portal (BGP) and GovAssist GoBusiness Website.
2. Your company shall cease to represent /or refer as a Pre-Approved@SMEsGoDigital Vendor for the Super HRMS Version 1.0.2 solution.
3. Your company shall notify your customers, within fourteen (14) days from the expiry date of your appointment, that your company is no longer a Pre-Approved@SMEsGoDigital Vendor for the Super HRMS Version 1.0.2 solution.
4. Your company shall remove the Pre-Approved@SMEsGoDigital Brand Mark from all the marketing material for the Super HRMS Version 1.0.2 solution, such as but not limited to official website, product brochure etc.

You may wish to submit a new application at a later date when your solution is ready and meet all the mandatory requirements in the latest checklist. Please refer to the Pre-Approval Process as follows:

1. Register to attend the next ICM Vendor Briefing or view the Pre-Recorded vendor briefing Video to complete short MCQ on www.sgd.org.sg.
2. Download the Vendor Self-Assessment Checklists ("checklist") published on https://www.imda.gov.sg/programme-listing/smes-go-digital/pre-approval-of-icm-vendors-solutions webpage (under "FOR ICM Vendors" section) to self-assess whether your solution meet the checklist requirements.
3. Submit the completed checklist and the required supporting documents online via SMEs Go Digital Pre-approval System.
4. You will be invited to attend a Tech Demo (if required) and submit an application form if your solution meet all the mandatory requirements in the checklist.
5. After you submit the application form, we will review* your application, and notify you on the outcome of your application.
   *The review will take approximately two to three months, based on a first-come-first-serve basis.

Should you have any query, please contact us at SME_Pre_Approval@imda.gov.sg.

7.16 Solution Status

1. Checklist Submitted
2. Checklist In Progress
3. Checklist Approved
4. Checklist Rejected
5. Checklist Withdrawn
6. Pending Tech Demo
7. Pending Tech Demo Acceptance
8. Tech Demo Rescheduled
9. Tech Demo Accepted
10. Application Submitted
11. Application In Progress
12. Application Approved
13. Application Rejected
14. Application Withdrawn
15. Application Terminated
16. Pending LOA
17. Pending LOA Acceptance
18. LOA Declined
19. LOA Lapsed
20. Change Request Submitted
21. Change Request In Progress
22. Change Request Approved
23. Change Request Rejected
24. Change Request Withdrawn