



National Environment Agency

NEA-WRMS

User Guide for Chiller Registration and Sales Data Submission

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WHAT YOU NEED

- ✓ A computer with internet access.
- ✓ Before accessing the ELS portal, please ensure that you have a valid SingPass with business account linked to a registered supplier.

TERMS OF REFERENCE

Term	Description
NEA	National Environment Agency
UEN	Unique Entity Number
WRMS	Waste and Resource Management System
ELS and HFC Mitigation Measures	Energy Labelling Scheme and Hydrofluorocarbon Mitigation Measures
CorpPass / SingPass for Business	Singapore Corporate Access

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1 GETTING STARTED

1.1 ACCESS NEA'S ENERGY LABELLING SCHEME (ELS) AND HFC MITIGATION MEASURES

- a) Ensure that you have internet access and a valid CORPPASS ID.

- b) Launch your web browser (e.g. Internet Explorer, Firefox, etc.) and go to the WRMS home page at <https://wrms2.nea.gov.sg/>

1.2 LOGIN TO CHILLER REGISTRATION SERVICE

- a) Scroll to the bottom and Click on “Energy Labelling Scheme (ELS) and HFC Mitigation Measures” as shown in Figure 1.2-1

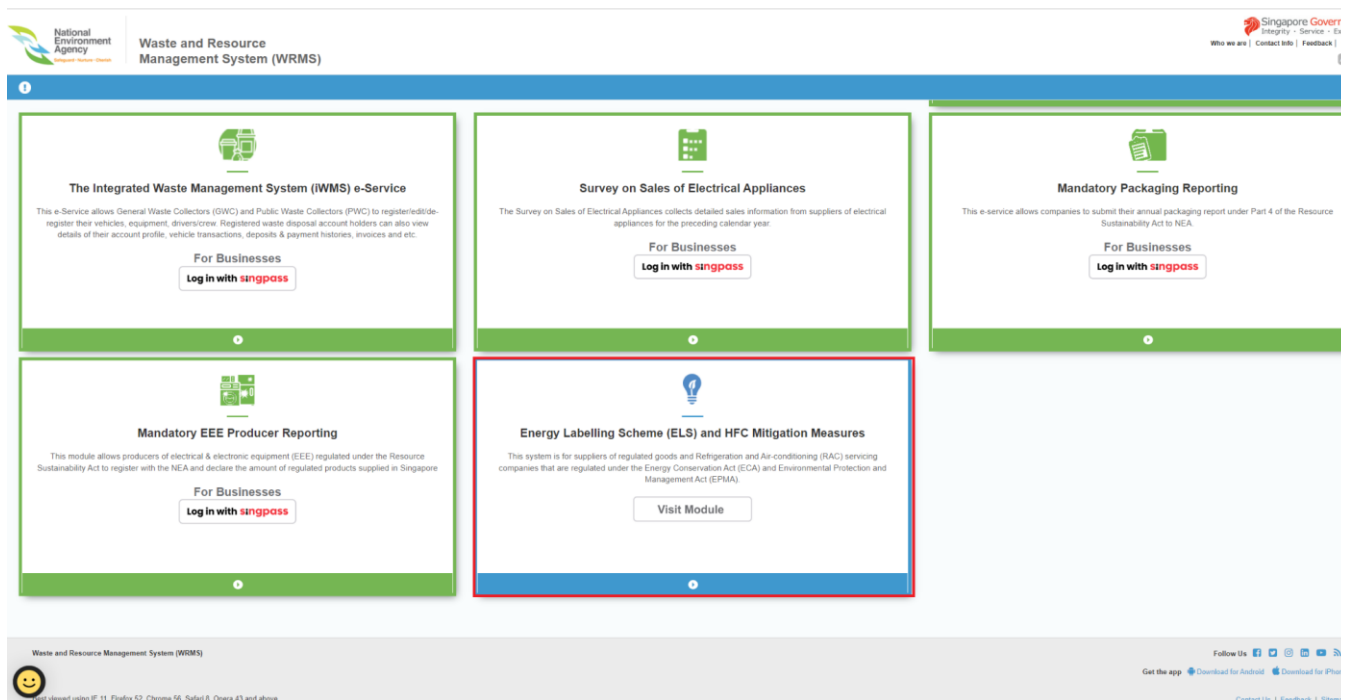


Figure 1.2-1: Energy Labelling Scheme (ELS) and HFC Mitigation Measures Section

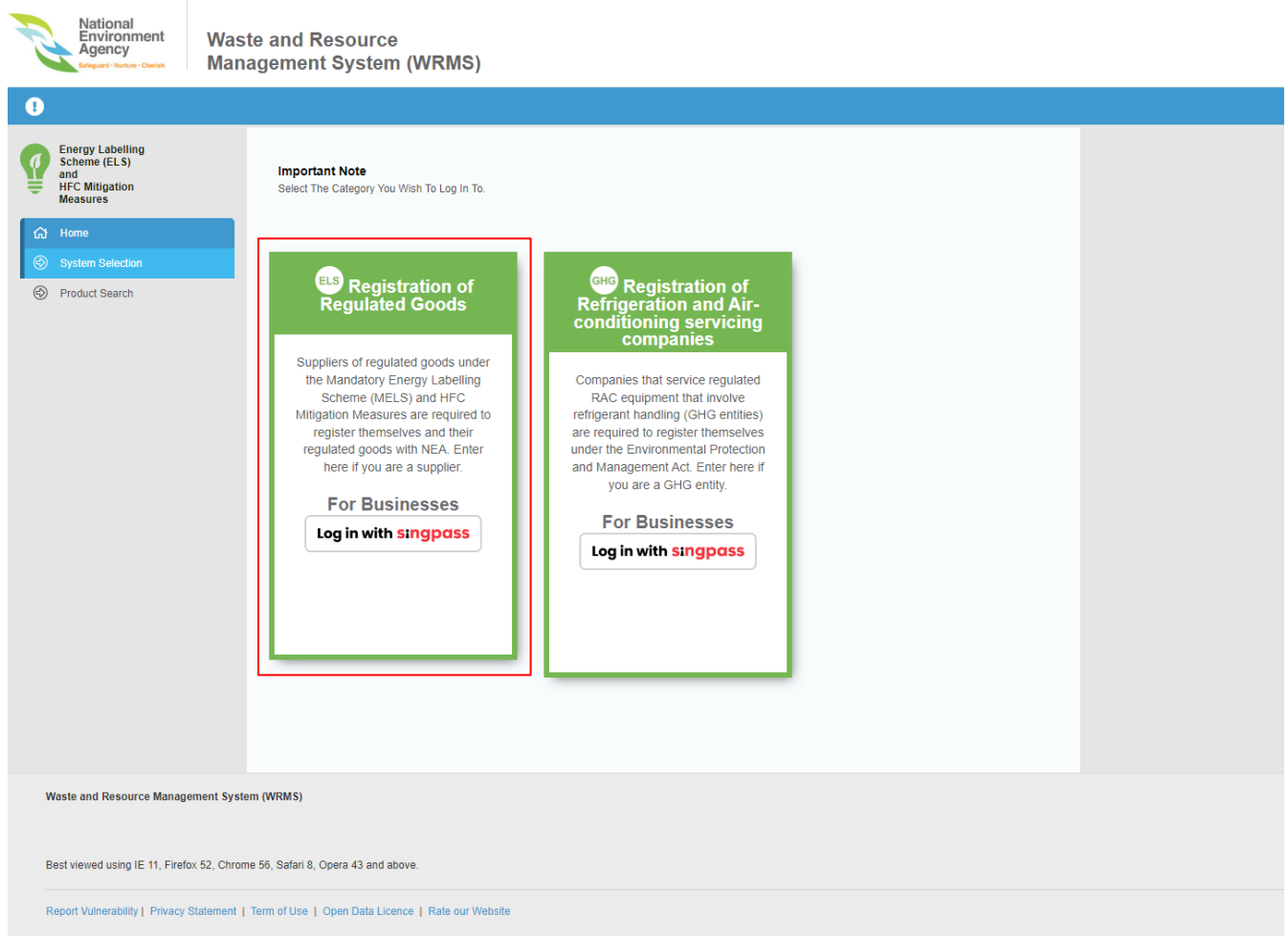


Figure 1.2-2: ELS & Registration of Regulated Goods Button

- b) Click on “Registration of Regulated Goods”
- c) Log in with your CorpPass (SingPass for Business) account as shown in Figure 1.2-3: CorpPass Login Page.
- d) Click on “Login” to proceed.

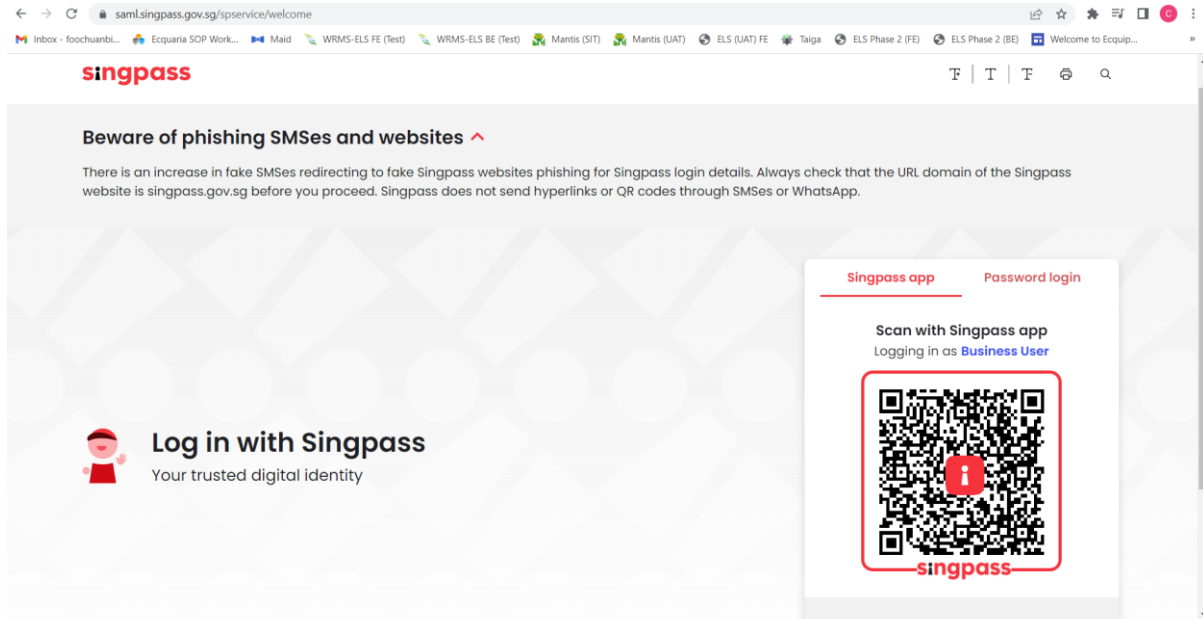


Figure 1.2-3: CorpPass Login Page

1.3 SUBMIT A CHILLER REGISTRATION

- a) Upon logging in successfully, click on the “New Registration” button on the left panel. Choose “Chiller” from the dropdown menu.

Note: Only water-cooled chillers of cooling capacity equal to or more than 1,055kW (AHRI standard rating conditions) and used for one or more purposes that include air-conditioning are regulated and need to be registered.

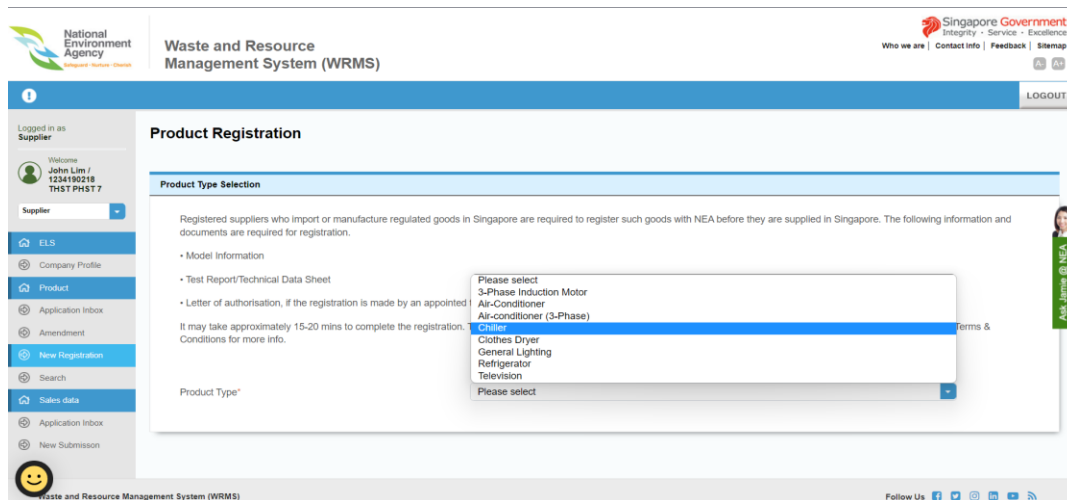


Figure 1.3-1: Product Registration Page: Product selection

- b) Once “Chiller” has been selected, the registration form for registration of chiller will be displayed as shown in Figure 1.3-2. Fill up all the mandatory fields accordingly. Mandatory fields are marked with a red asterisk next to the label.

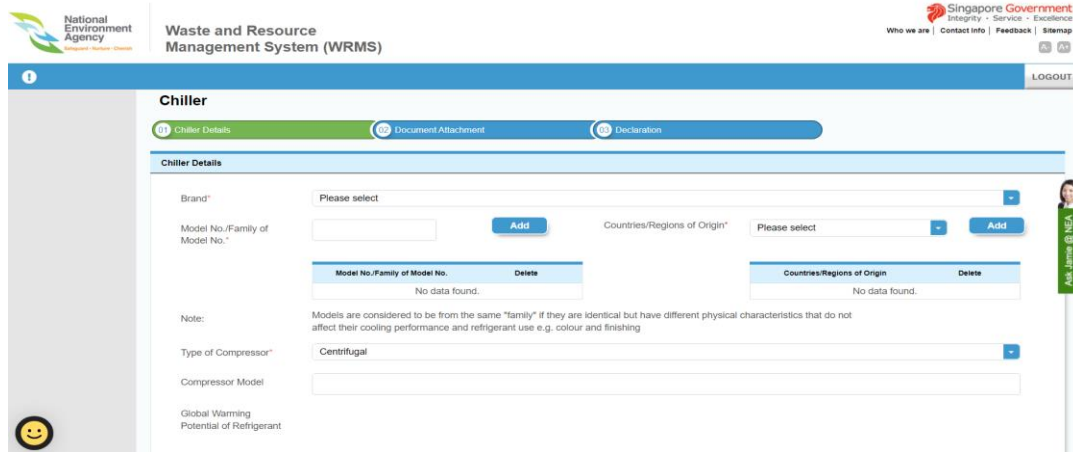


Figure 1.3-2: Product Registration Page: Chiller Details

c) At the bottom of the page, there are 4 buttons as shown in Figure 1.3-3:

Save as Draft: Saves the form as a draft so that users can continue filling the form later without restarting the process.

Next: Directs the user to the next page of the form if all mandatory fields are filled correctly.

Cancel: Cancels the product registration application.

Clear: Clears the data from all the fields.

Click “Next” to proceed with the registration application.

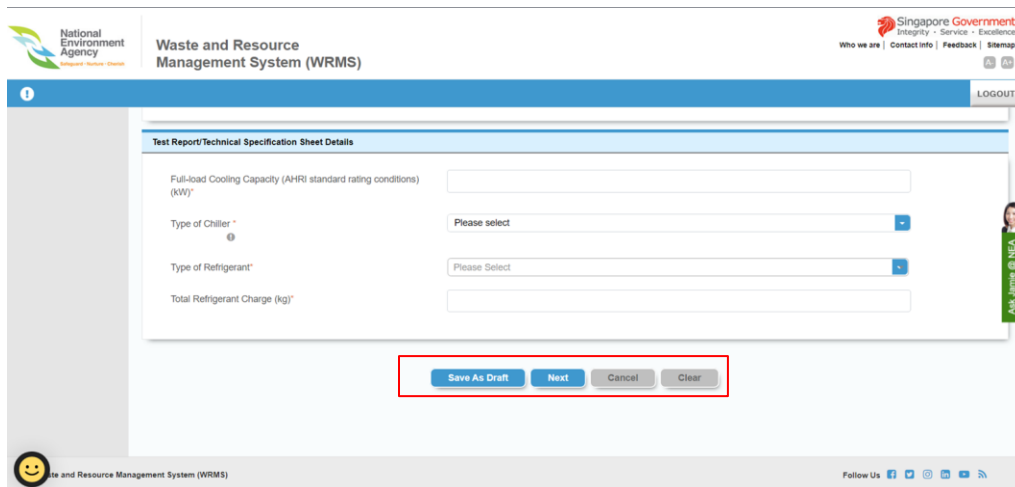


Figure 1.3-3: Buttons for user to take any further action from the “Chiller Details” page

- d) Upon clicking “Next” after filling up all the fields, you will be directed to the “Document Attachment” page. Upload 2 mandatory documents:
- i. Technical specification of chiller; and
 - ii. Colour photos of chiller model and name plate

The allowed file types are stated under the respective fields as shown in Figure 1.3-4.

Note: The technical specification of the chiller must show (i) full-load cooling capacity of the chiller in accordance with AHRI 551/591-SI-2018; (ii) the refrigerant required for the use or operation of the chiller; and (iii) the total refrigerant charge of the chiller

- e) Click “Next”.

The screenshot displays the 'Attach Documents' interface. At the top, there are logos for the National Environment Agency and Singapore Government, along with navigation links like 'Who we are', 'Contact Info', 'Feedback', and 'Stemmap'. The main content area is titled 'Attach Documents' and contains three file upload sections. The first two sections are highlighted with a red border. The first section is labeled 'Technical Specification of Chiller(AHRI Standard rating conditions)*' and the second is 'Colour Photos of Chiller model and name plate*'. Both sections include a 'Choose Files' button and a 'Drop One or More Files Here' area. Below each of these sections, it specifies 'Allowed file types: pdf, jpg, jpeg and gif format'. A third section labeled 'Others' is also present. At the bottom of the page, a note states 'The file size of all attachments cannot exceed 10MB.' A 'LOGOUT' button is located in the top right corner.

Figure 1.3-4: Mandatory fields for Document Attachment Page

- f) Upon clicking Next, you will be directed to the “Declaration” page. Check “I agree to the declaration” check box if you agree to the declaration text and would like to proceed with the registration.

Chiller

01 Chiller Details 02 Document Attachment 03 Declaration

Declaration

We hereby apply to the National Environment Agency (NEA) for registration of regulated goods pursuant to Part 10A Division 2 of the Environmental Protection and Management Act (EPMA).

We have read and understood the information issued by the NEA in relation to the application for registration of the regulated good and certify that we have given all the necessary documents and information in support of our application. Furthermore, all statements and documents furnished in this application are true to the best of our knowledge and belief. In the event that any statements or declarations made by us are false or in any material aspect misleading, we are aware that we shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$5,000 or to imprisonment for a term not exceeding 3 months or to both.

I agree to the declaration

Figure 1.3-5: Declaration section

- g) In the Comments section, input comments for the registration. Click “Save and Proceed with Submission”.

Note: A maximum 1500 chars can be entered into the text input area.

Additional Information

Comments
(Max 1500 chars)

Figure 1.3-6: Comments section

- h) You will be directed to the “Payment In Progress” page, where you can either add on another registration of a different chiller model, or continue to submit payment of the registration fee for chiller registration.

Note: There is a registration fee for each registration of chiller model. Bulk payment can be made by adding on more registrations and selecting the registrations you would like to make payment for.

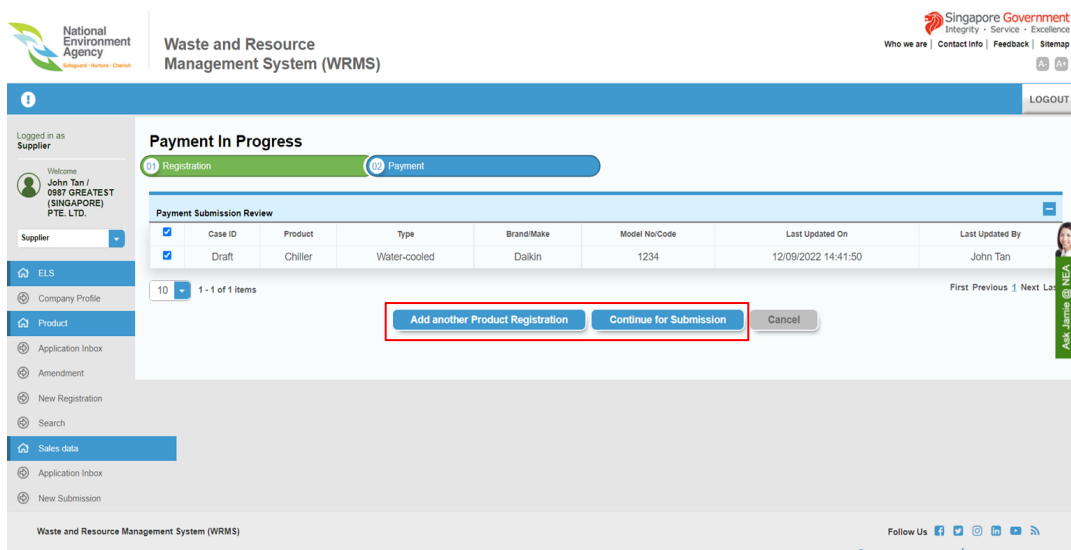


Figure 1.3-7: Payment In Progress page

- i) After clicking the Continue for Submission button, you will be directed to the Payment Confirmation page. You may confirm the payment details including the number of registrations you will be making payment for, and the total amount payable.
- j) Enter the payee’s name and click on the Proceed to Payment button.

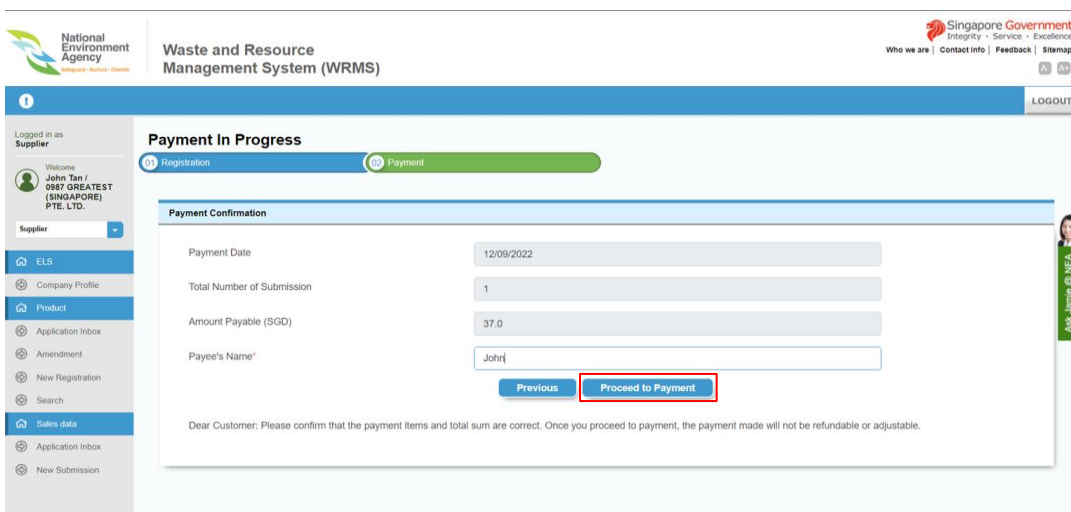


Figure 1.3-8: Payment Confirmation page

- k) There will be a confirmation prompt pop up as shown in Figure 1.3-9. Click on Confirmation if the details are correct and the page will direct you to the Payment Gateway, where you may make payment via eNets or Credit or Debit card.

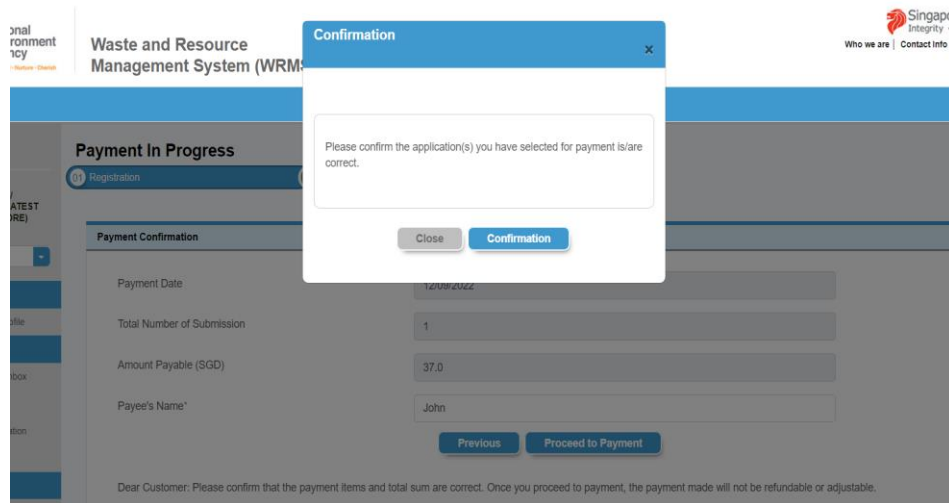


Figure 1.3-9: Click:” Confirmation” to go to Payment page

- I) Upon successful payment, the Payment Acknowledgement screen is displayed, and the receipt for the payment is generated as shown in Figure 1.3-10. The company’s admin representative(s) indicated as email recipients in the registration form will receive an email notification to acknowledge the submission of registration.

Note: Your registration application will only be submitted to NEA for review upon successful payment. In the event that your payment transaction is interrupted and fails to complete, please email NEA at nea_eepc@nea.gov.sg .

Payment Acknowledgement
[Print](#)

RECEIPT

GST Regn No.	M9-0006455G	Receipt No.	20220332
Customer Name	0987 GREATEST (SINGAPORE) PTE. LTD.	Date Time	12/09/2022 14:48
Payee's Name	John		
Payment Reference No.	MELS202200000246		

S/N	Case ID	Description	Model	Amount(S\$)
1	ELCL22090123	Chiller Daikin	1234	37.00
		Total Amount Payable		37.00
		Amount Received		37.00
		Amount Outstanding		0

Payment collected By Online

**The amount is not subject to GST
This is a computer generated receipt. No signature is required.*

Thanks,
National Environment Agency, Singapore

Figure 1.3-10: Receipt from Payment Acknowledgement page

- m) After the product registration has been submitted, NEA will review the registration. Upon approval or rejection of the registration, the company’s admin representative(s) indicated as email recipients in the registration form will receive an email notification. Approved chiller registrations product will be displayed in the Approved section under the Application Inbox.

- n) If further clarification is required on the registration, NEA will return the submission and the status will be indicated as “Pending for Clarification”. An email notification will be sent to the email address of admin representative(s) indicated as email recipients in the registration.

1.4 Provide clarifications for chiller registration and make a resubmission if submission is returned by NEA

To reply to the clarifications, an admin representative will need to login to system. The application would be under the Pending Clarification section under the Application Inbox.

- a) Click on the Case ID.

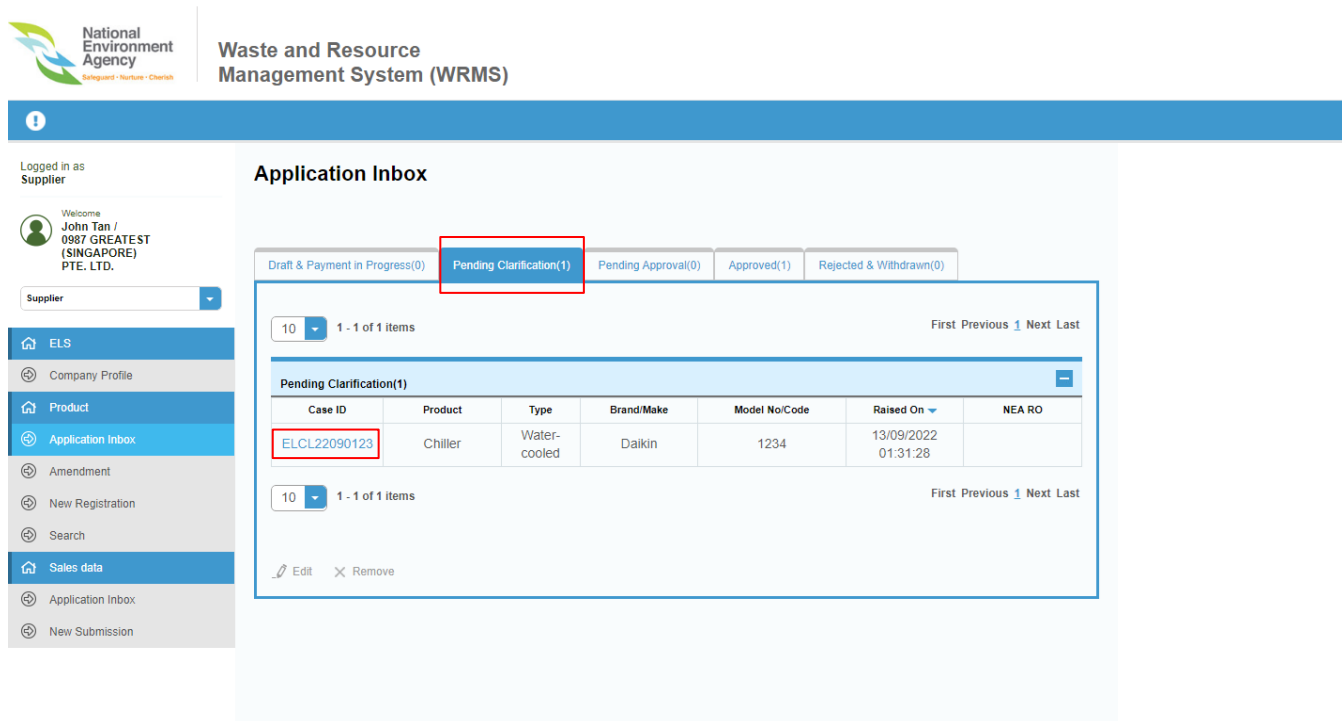


Figure 1.4-1: Pending Clarification tab in Application Inbox

- b) You will be directed to the product registration page. The clarification comments by NEA will be displayed at the top part of the page. You may proceed to make the appropriate changes or clarifications for the product registration and click “Resubmit” to resubmit the application to NEA to be reviewed.

The screenshot shows a web form titled "Additional Information". Inside the form, there is a section labeled "Supplier Comments (Max 1500 chars)*". Below this label is a text input area containing the text "made changes for clarification". At the bottom of the form, there are three buttons: "Re-submit" (highlighted with a red box), "Cancel", and "Clear".

Figure 1.4-2: Comments section

- e) The application will be successfully re-submitted to NEA for review and a confirmation message appear.

1.5 Download Certificate of Registration

- a) To download the Certificate Of Registration (COR) of approved chiller registrations, click on the Download button found under the list of approved registrations under the Application Inbox tab as shown in Figure 1.5-1.
- b) The COR can also be downloaded from the Product Registration page as shown in Figure 1.5-2

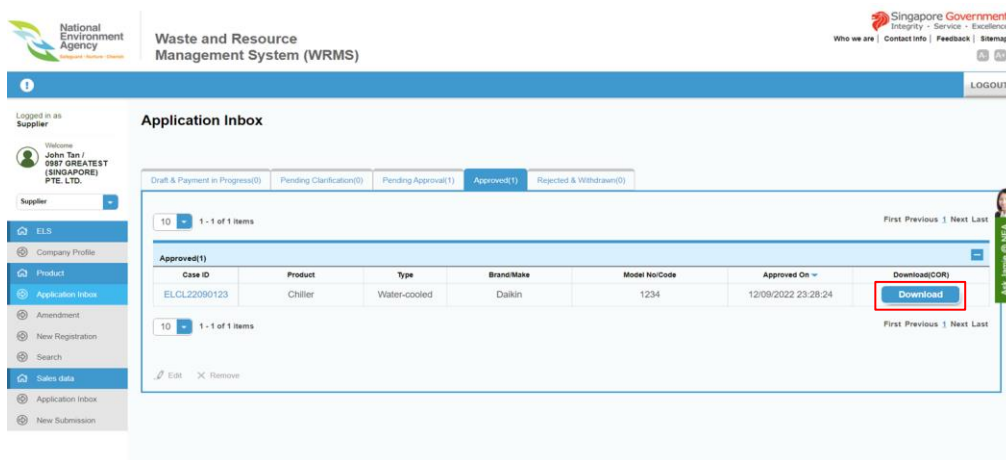


Figure 1.5-1: Downloading COR from Application Inbox

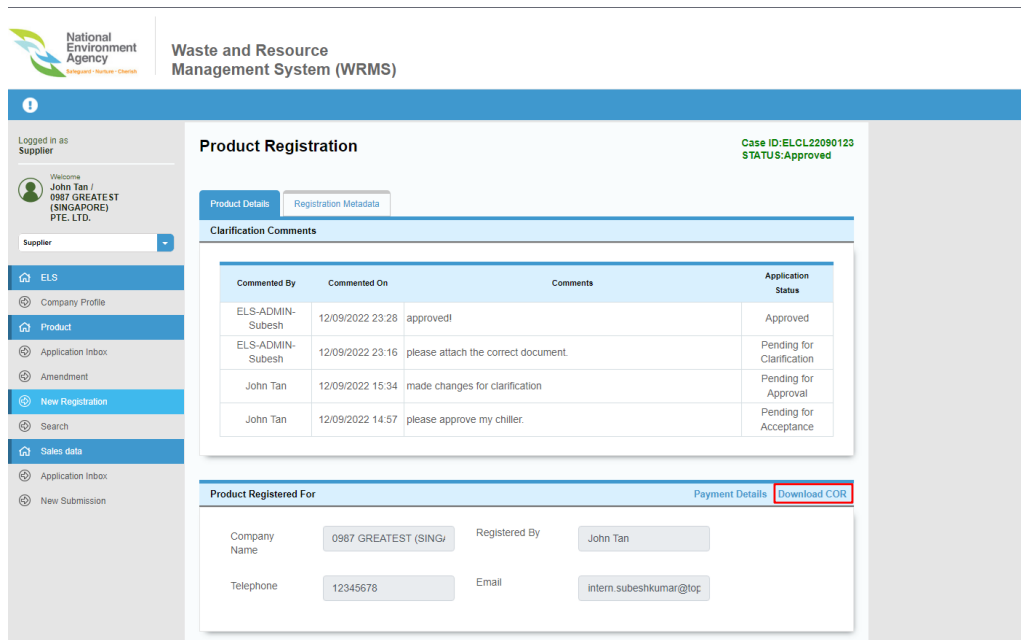


Figure 1.5-2: Downloading COR from Product Registration page

1.6 Amend Chiller Registration after registration has been approved

- a) To amend a chiller registration after it has been approved, click on to the “Amendment” button on the side panel, and key in the corresponding Case ID or COR number you would like to amend. Then click the “Proceed for Amendment” button.

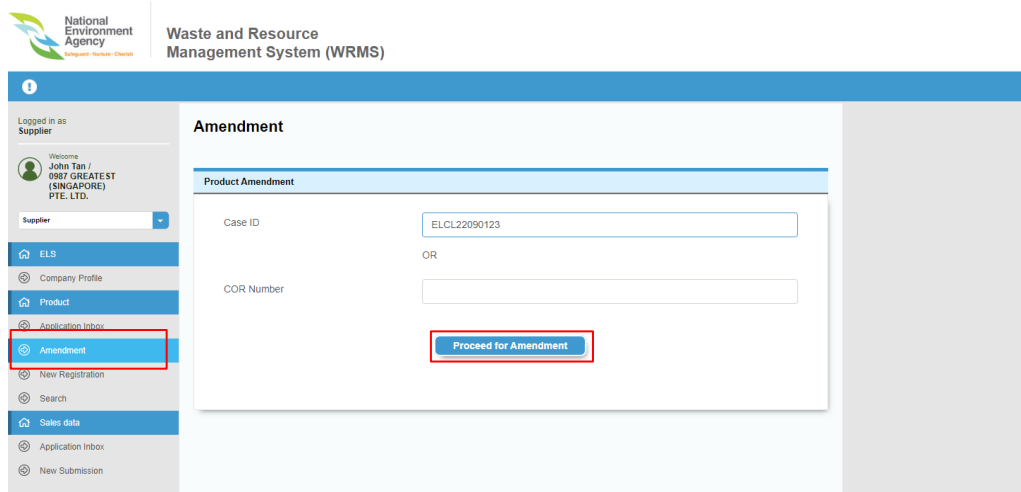


Figure 1.6-1: Product Amendment page

- b) A confirmation prompt will appear. Click on “Confirm” to proceed with the amendment process. The page will direct you to the Chiller Registration page, where you may make the required amendments.

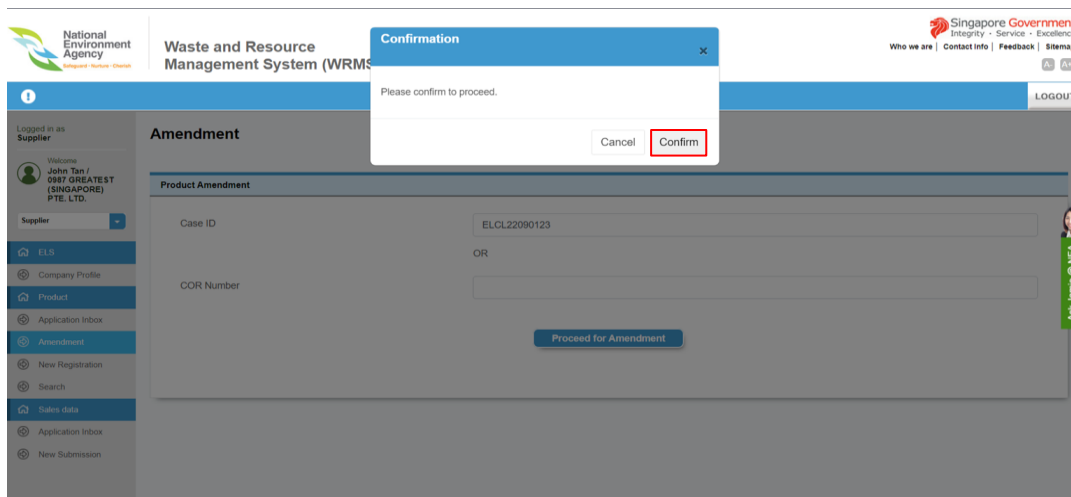


Figure 1.6-2: Confirmation prompt for amendment

- c) After amending the details, click on “Save & Start Submission” button. The amended registration will be submitted to NEA for review.

The screenshot shows two sections of a form. The top section is titled "Declaration" and contains two paragraphs of text. The first paragraph states: "We hereby apply to the National Environment Agency (NEA) for registration of regulated goods pursuant to Part 10A Division 2 of the Environmental Protection and Management Act (EPMA)." The second paragraph states: "We have read and understood the information issued by the NEA in relation to the application for registration of the regulated good and certify that we have given all the necessary documents and information in support of our application. Furthermore, all statements and documents furnished in this application are true to the best of our knowledge and belief. In the event that any statements or declarations made by us are false or in any material aspect misleading, we are aware that we shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$5,000 or to imprisonment for a term not exceeding 3 months or to both." Below the text is a checkbox labeled "I agree to the declaration" which is checked. The bottom section is titled "Additional Information" and contains a text area labeled "Supplier Comments (Max 1500 chars)*". The text area contains the text "I have changed some details. Please take a look and approve." Below the text area are four buttons: "Save & Start Submission" (highlighted with a red box), "Save As Draft", "Cancel", and "Clear".

Figure 1.6-3: Declaration section for amendment

- d) Upon approval of the amendment, you may re-download the COR with the updated details.

1.7 Search for a Product

- To search for a product, click on the Search button on the left panel.
- Key in the appropriate search parameters then click on the Search button.
- You may export the search results as an Excel file by clicking on the Export to Excel button as shown in Figure 1.7-1.

Product Registration Search

Search

Case ID: COR Number:

Product Type: **Chiller** Status:

Submitted From: Submitted To:

Approved From: Approved To:

Type: Brand/Make:

Model: Show Only Expired:

Search

Export to Excel

10 1 - 2 of 2 items First Previous 1 Next Last

Case ID	COR Number	Product	Type	Brand/Make	Model	Submitted On	Reviewed On	Approved On	Status	Date of Expiry
ELCL22090123	ELS-ABD-CL220029	Chiller	Water-cooled	Daikin	1234	12/09/2022 15:51			Pending for Approval	11/09/2025 23:28
ELCL22090123	ELS-ABD-CL220029	Chiller	Water-cooled	Daikin	1234	12/09/2022 14:48	12/09/2022 23:28	12/09/2022 23:28	Approved	11/09/2025 23:28

10 1 - 2 of 2 items First Previous 1 Next Last

Figure 1.7-1: Product Registration Search page

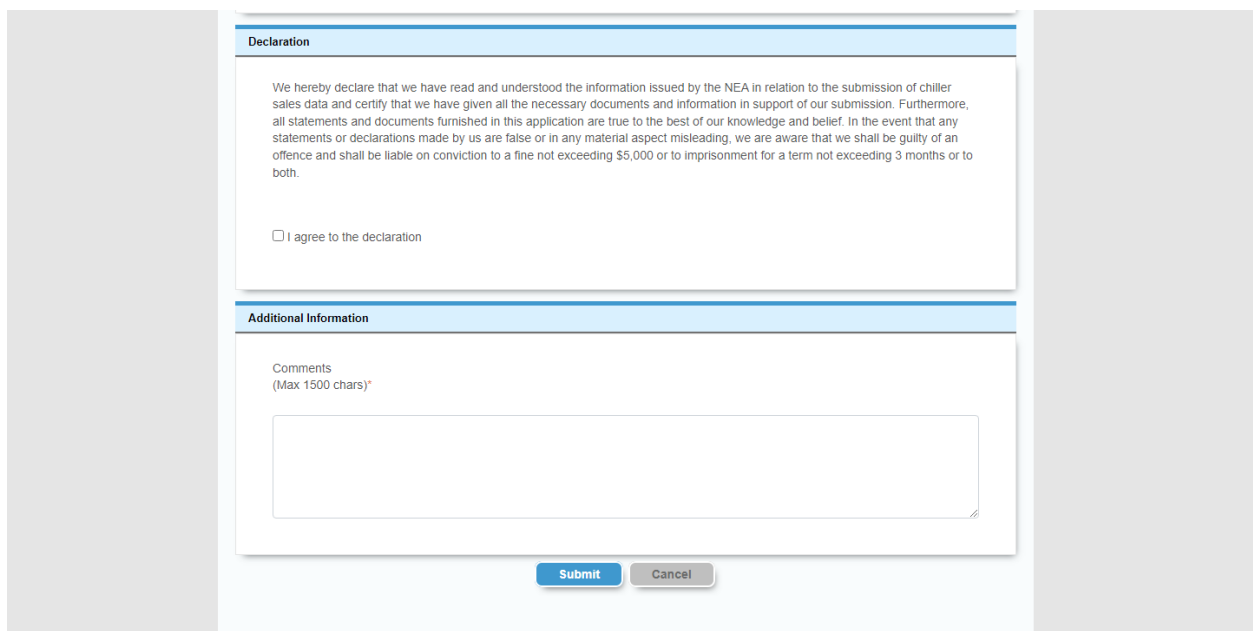
1.8 Submit Chiller Sales Data

- a) Chiller suppliers will need to submit chiller sales data of the previous month to NEA monthly. The system allows suppliers to submit the past 12 months of sales data to NEA.
- b) If there are no sales of chiller for a particular period, you may indicate accordingly by checking the “There is no chiller sales in the selected period” button.
- c) Click on the “Download Template” button to download the template for chiller sales data submission. Upon filling in the template, you may upload the file by clicking “Choose File” button.
- d) Click on the “Validate” button to start the system validation process. The submission can only be processed if all the errors are cleared.
- e) If validation has failed, the system will indicate the sales data record that did not pass the validation and the reason for the error, so that you may fix the error in the document.

The screenshot displays the 'Sales Data' submission interface. On the left is a sidebar with a navigation menu including 'Supplier', 'EIR', 'Company Profile', 'Product', 'Application Inbox', 'Amendment', 'New Registration', 'Search', 'Sales data', 'Application Inbox', and 'New Submission'. The main content area is titled 'Sales Data' and includes a sub-section 'Sales Data Details' with a 'Supplier Name' field containing '0987 GREATEST (SINGAPORE) PTE. LTD.' and a 'Period*' dropdown menu set to 'Please select'. Below this is a checkbox for 'There is no chiller sales in the selected period'. The 'Sales Data and Supporting Documents Upload' section contains two file upload areas. The first is for 'Sales Data Upload' with a 'Choose File' button and a 'Drop File here' area, with a note 'Allowed file types: xlsx' and a 'Validate' button. The second is for 'Supporting Documents' with a 'Choose File' button and a 'Drop File here' area, with a note 'Allowed file types: pdf, jpg, jpeg and gif format'. Below these are input fields for 'PO NO.*' and 'Remarks/Description (Max 100 chars)'. At the bottom, there are 'Add' and 'Clear' buttons and a table with columns 'SN', 'PO No.', 'File Name', 'Remarks', and 'Action'. The table currently shows 'No data found.' A legend at the bottom left indicates a delete icon and states 'The file size of all attachments cannot exceed 10MB.'

Figure 1.8-1: Sales Data submission page

- f) The mandatory fields are labelled with a red asterisk. Upon filling in the fields and attaching the appropriate documents, check “I agree to the declaration” check box if you agree to the declaration text and would like to proceed with the submission.
- g) Click on “Submit”. NEA will review the submission. Upon successful submission, an acknowledgement email will be sent to the registered email address.
- h) If further clarification is required on the submission, NEA will return the submission and the status will be indicated as “Pending for Clarification”. An email notification will be sent to the email address of admin representative(s) indicated as email recipients.



The screenshot shows a web form with two main sections. The top section is titled "Declaration" and contains a paragraph of legal text: "We hereby declare that we have read and understood the information issued by the NEA in relation to the submission of chiller sales data and certify that we have given all the necessary documents and information in support of our submission. Furthermore, all statements and documents furnished in this application are true to the best of our knowledge and belief. In the event that any statements or declarations made by us are false or in any material aspect misleading, we are aware that we shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$5,000 or to imprisonment for a term not exceeding 3 months or to both." Below this text is a checkbox labeled "I agree to the declaration". The bottom section is titled "Additional Information" and contains a text area labeled "Comments (Max 1500 chars)*". At the bottom of the form are two buttons: "Submit" and "Cancel".

Figure 1.8-2: Declaration and comments section

1.9 Submit clarification for Sales Data if submission is returned by NEA

- a) To reply to the clarifications, click on the Application Inbox button under Sales Data button on the left Panel, and click on the Pending Clarification tab.
- b) Click on the Case ID to make the necessary amendments. After making the amendments, the form may be re-submitted to NEA for review.

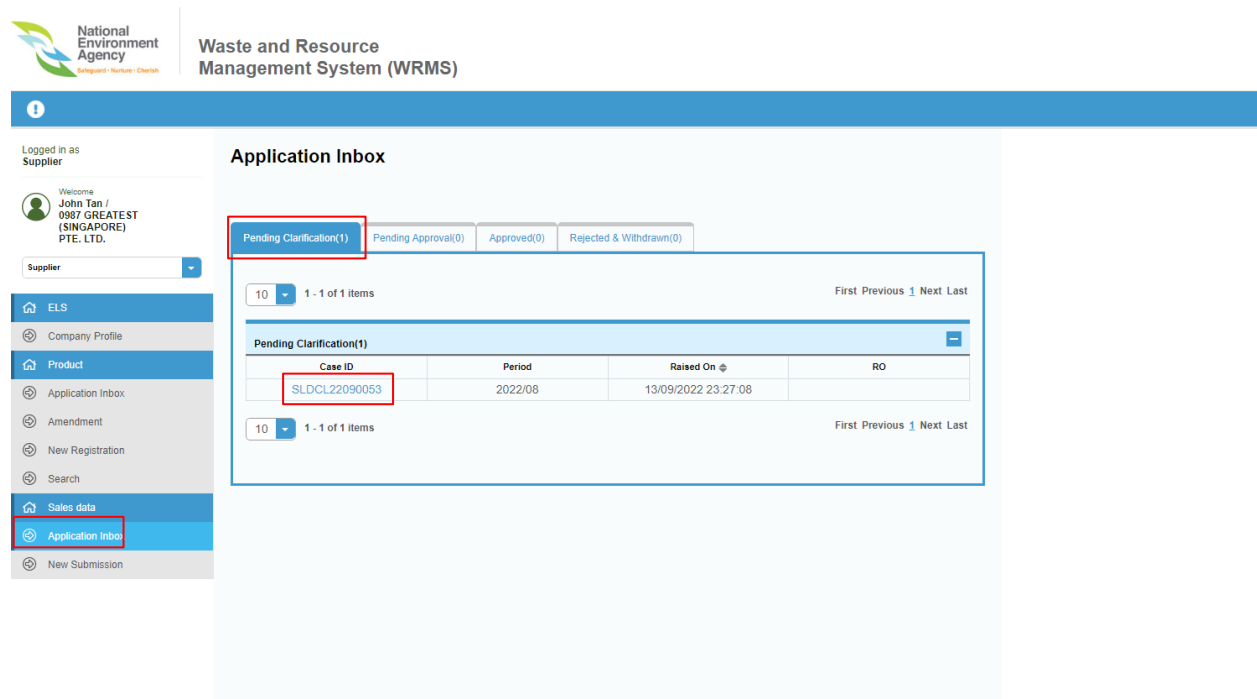


Figure 1.9-1: Clarification tab under Application Inbox