



National Environment Agency

# **NEA-WRMS**

## **User Guide for**

# **GHG Entities Management**



# Prepared by Toppan Ecquaria Technologies Pte Ltd

## WHAT YOU NEED

- ✓ A computer with internet access.
- ✓ Before accessing WRMS-ELS and HFC Mitigation Measures module, please ensure that you have a valid SingPass for Business account and registered company in ACRA.

## ROLE AND RIGHTS

Function	Role
GHG Entity Registration	GHG Admin Representative Type
GHG Entity Registration Amendment	GHG Admin Representative Type
GHG Work Data Submission	GHG all representative Types

## 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 LOGIN TO ELS AND HFC MITIGATION MEASURES SERVICE

- Ensure that your computer has internet access, and you have a valid SingPass with business account.
- Launch your web browser (e.g. Internet Explorer, Firefox, etc.) and go to the WRMS home page at <https://wrms2.nea.gov.sg/security/process/WRMS/Index>.
- Scroll to the bottom and click on “Energy Labeling Scheme (ELS) and HFC Mitigation Measures” as shown in Figure 1.1-1

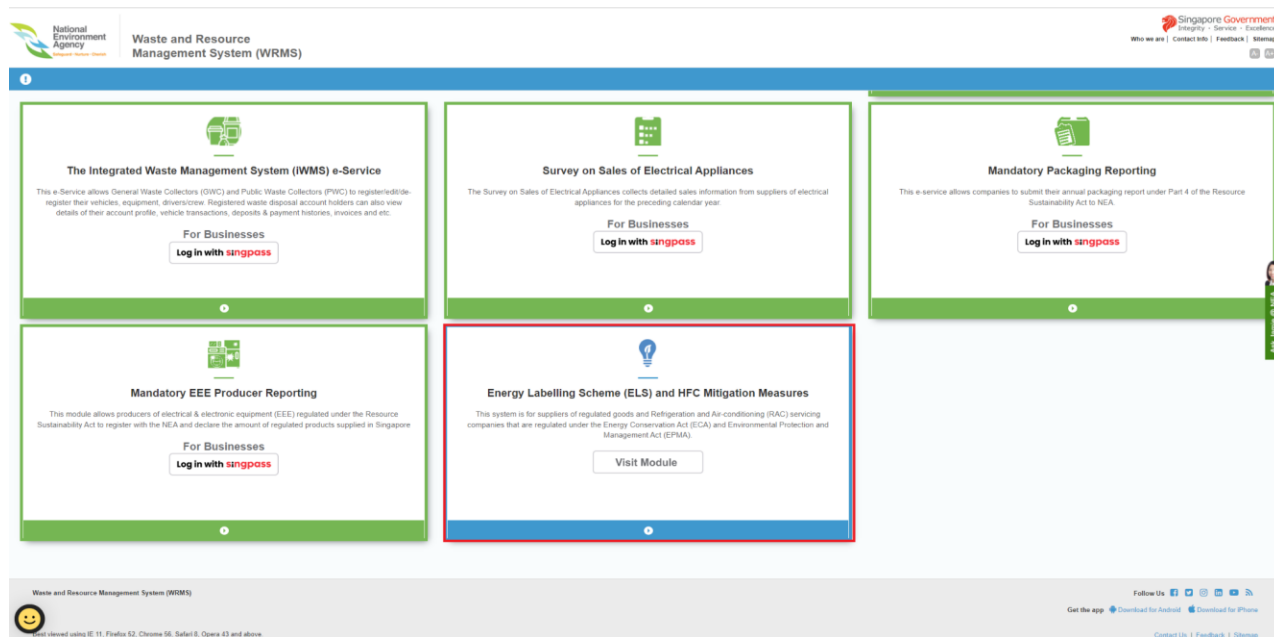


Figure 1.1-1: Energy Labeling Scheme (ELS) and HFC Mitigation Measures

- d) Click on “GHG Registration of Refrigeration and Air-conditioning servicing companies”

Note: Only companies that carry out **refrigerant handling works on water-cooled chillers** (i.e. charging of refrigerant, top up of refrigerant, works that disrupt the refrigeration system in the chiller, recovery of refrigerant from chiller during decommissioning) are regulated and required to register with NEA.

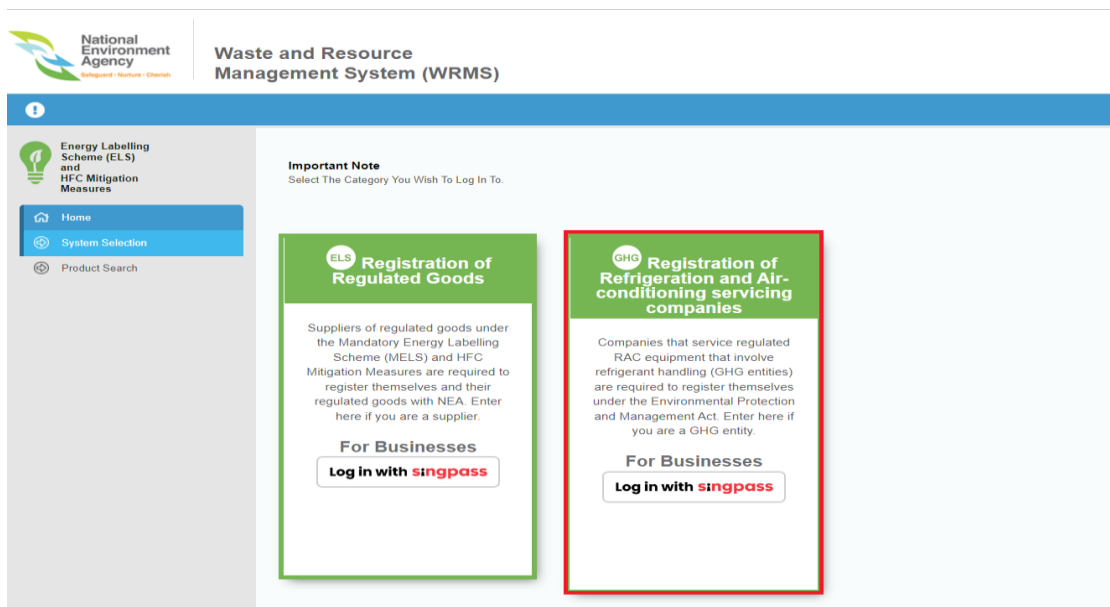


Figure 1.1-2: ELS & GHG

- e) Log in with your CorpPass (SingPass for Business) account as shown in Figure 1.1-3.
- f) Click on “Login” to proceed.

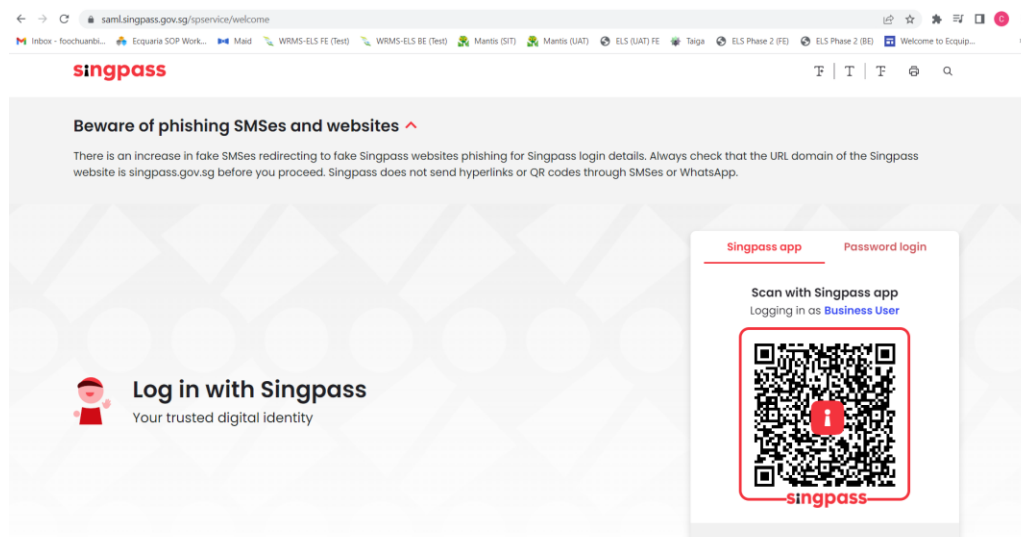


Figure 1.1-3: CorpPass Login Page

### 1.3 REGISTRATION

- a) Upon logging in successfully, you will be redirected to “GHG Entity Registration” page as shown in Figure 1.3-1.
- b) Company Address will be retrieved from ACRA according to the company’s UEN. Fill in the telephone number in the ‘Telephone’ field and fax number in the ‘Fax’ field.

Note: If your Company Address is not being automatically filled in, it is likely due to technical issues with the interface built between ACRA and WRMS. Please contact NEA if this occurs.

National Environment Agency  
Waste and Resource Management System (WRMS)

Logged in as GHG entities  
Welcome S9907996G / 6758594  
GHG entities

GHG  
Company Profile

### GHG Entity Registration

Register for Mandatory Energy Labelling Scheme/Minimum Energy Performance Standards/ HFC Mitigation Measures

01 GHG Entity Registration 02 Declaration 03 Payment

#### Company Details

Registration is required only for companies that carry out water-cooled chiller servicing works (installation, maintenance, or decommissioning) including works that disrupt the refrigeration system in the chiller (e.g. the evaporator, condenser, refrigerant piping, expansion valve etc). Companies that do not carry out servicing works on water-cooled chillers do not need to register as a GHG entity.

Company UEN\* 6758594

Company Name TITANIC

Building Name\* Mint Street Name Lavender Street

Block/House No./Lot No. 3 Postal Code 123456

Level No. 13 Unit No. 03

Date of Registration with ACRA 07/09/2022 12:03:10 Country Singapore

Telephone\* Fax\*

Type Of Appliances\* ☐ Water-cooled Chiller

Figure 1.3-1: GHG Entity Registration Landing Page

- c) In the 'Company's Representatives' section as shown in Figure 1.3-2, fill in the required details of the company's representative(s). Click "Add" to add the representative.

Note: At least one representative must be indicated as an email recipient. The admin representative(s) indicated as email recipient will receive email notifications on the supplier registration.

**Company's Representatives**

(Minimum 1 Admin Representatives are required)

Representative Type\*

NRIC/FIN\*

Salutation\*  First Name  Last Name

Designation\*

Company Email\*

Telephone

CorpPass ID

**Add**

Representative Type	NRIC/FIN	First Name	Last Name	Email	CorpPass ID	Email Recipient	Edit/Delete
Admin	S0359761Z	Jenny	Pang	jennypang@email.com	S0359761Z	Yes	

Legend: Edit Remove

Figure 1.3-2: Filling up GHG Entity Company's Representatives form with Admin Representative

- d) In the "Details of Competent Person" section as shown in Figure 1.3-3, fill in the required details of the certified chiller technicians employed under your company. Upload the chiller technician's certificate of completion for the Refrigerant Handling for Chiller course. Click "Add" to add the representative.

Note: A GHG entity must have at least one competent person under its employment unless it has been granted a waiver under section 40Y of the Environmental Protection and Management Act.

- e) Upon clicking 'Add' after filling up the fields for a 'Competent Person', you will see that his or her details have been added into the table as shown in Figure 1.3-3.

Note: In both 'Company's Representatives' and 'Details of Competent Person' section, information entered can be edited or deleted at any time before submission

Details of Competent Person

A GHG entity have at least one competent person under its employment, unless it has been granted a waiver under section 40Y of the Environmental Protection and Management Act.

Name of competent person\*

NRIC/FIN\*

Contact Number\*

Email\*

Certificate Reference Number\*

Date of Certification\*

dd/mm/yyyy

Certificate Status\*

Certification\*

Choose File

Drop File here

Allowed file types:pdf format  
Maximum upload file size: 10MB.

Add

Clear

Name of competent person	NRIC/FIN	Contact Number	Email	Certificate Reference Number	Date of certification	Certificate of completion	Certificate Status
Michael Tan	S6718108E	67580459	michaeltan@company.com	674858443232	31/08/2022	ELS-RRR-CL220035.pdf	Active

Submit Granted Waiver\*

Choose File

Drop File here

Allowed file types:pdf format  
Maximum upload file size: 10MB.

Figure 1.3-3: Details of Competent Person section



- f) At the bottom of the page section are 2 buttons: 'Save As Draft' & 'Next' as shown in Figure 1.3-4. 'Save As Draft' will save the application as a draft and you can continue from where you stopped the next time you log back in.
- g) Click 'Next'. There will be a confirmation prompt pop up as show in Figure 1.3-5. Click on 'Confirmation' button to confirm that at least one Competent Person has been added or Granted Waiver has been submitted.

The screenshot displays the Waste and Resource Management System (WRMS) interface. At the top, the National Environment Agency logo and the system name are visible. The main content area includes a 'Certificate Status' field, a 'Certification' section with a 'Choose File' button and a 'Drop File here' area, and a table for 'Submit Granted Waiver'. The table has columns for Name of competent person, NRIC/FIN, Contact Number, Email, Certificate Reference Number, Date of certification, Certificate of completion, Certificate Status, and Edit/Delete. Below the table, there is a 'Legend' section with 'Edit' and 'Remove' icons. At the bottom of the interface, there are three buttons: 'Save As Draft', 'Next' (highlighted with a red box), and 'Clear'. The footer contains the system name, a note about browser compatibility, and a footer menu with links for Report Vulnerability, Privacy Statement, Term of Use, Open Data Licence, and Rate our Website.

Name of competent person	NRIC/FIN	Contact Number	Email	Certificate Reference Number	Date of certification	Certificate of completion	Certificate Status	Edit/Delete
No data found.								

Legend: Edit Remove

Figure 1.3-4: "Save as draft" and "Next"

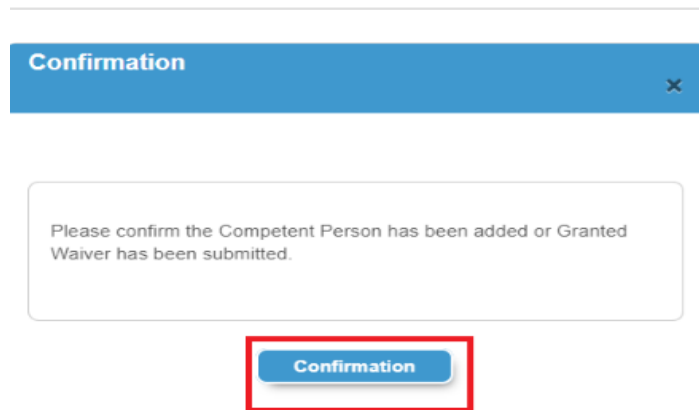


Figure 1.3-5: Pop-up to confirm that the Competent Person has been added or Granted Waiver has been submitted.

- h) 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.

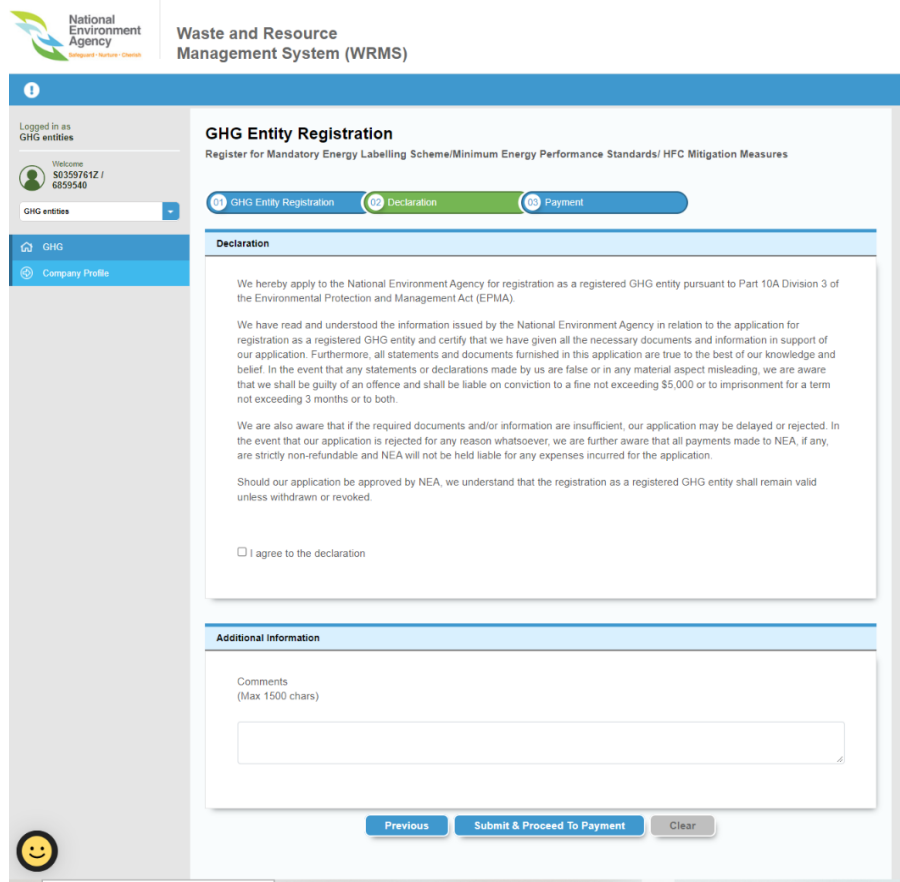
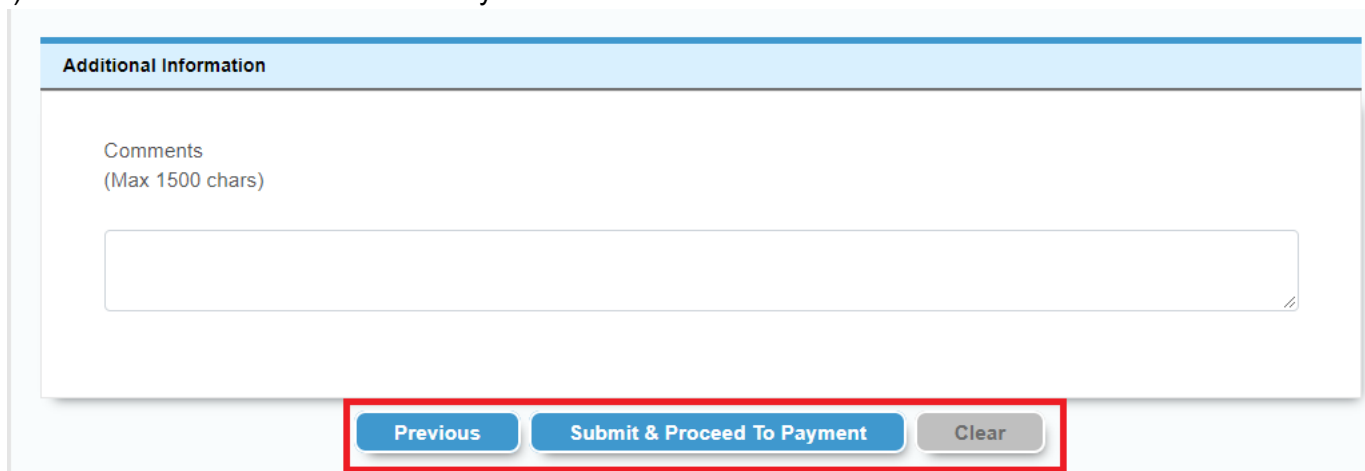


Figure 1.3-6: GHG Entity Registration Declaration page

- i) Click “Submit and Proceed to Payment”.



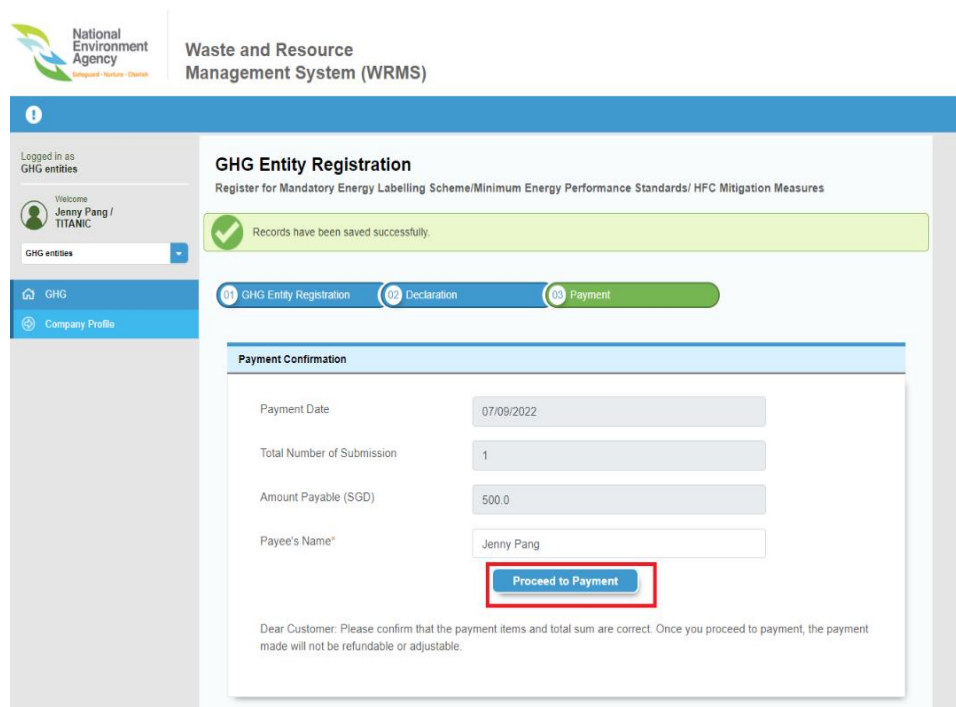
**Additional Information**

Comments  
(Max 1500 chars)

[Previous](#) [Submit & Proceed To Payment](#) [Clear](#)

Figure 1.3-7: Buttons for user to take any further action from the ‘Declaration’ page

- j) You will be directed to the Payment Confirmation page. You may confirm the payment details and enter the payee’s name. Click on the "Proceed to Payment" button.



**Payment Confirmation**

Payment Date: 07/09/2022

Total Number of Submission: 1

Amount Payable (SGD): 500.0

Payee's Name\*: Jenny Pang

[Proceed to Payment](#)

Dear Customer: Please confirm that the payment items and total sum are correct. Once you proceed to payment, the payment made will not be refundable or adjustable.

Figure 1.3-7: Input payee’s name and click on the proceed to payment

- k) There will be a confirmation prompt pop up as shown in Figure 1.3-8. 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.

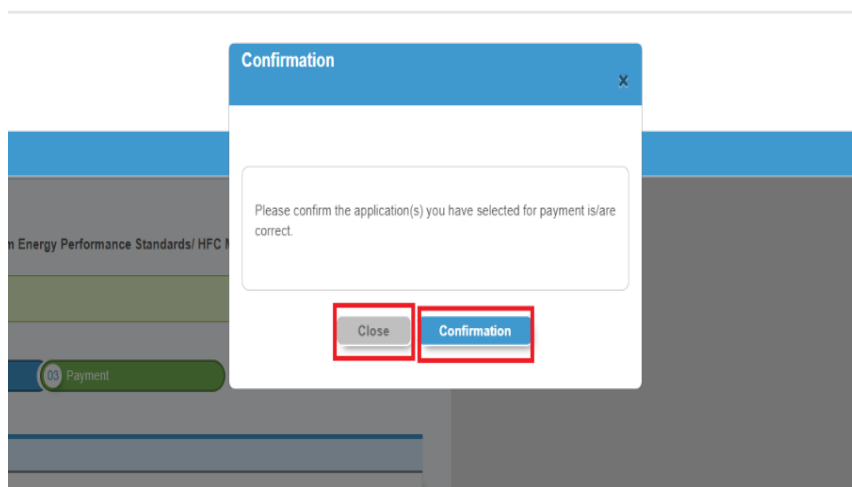


Figure 1.3-9: Click :Confirmation” to go to Payment page

- l) Upon successful payment, the Payment Acknowledgement screen is displayed, and the receipt for the payment is generated. 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.

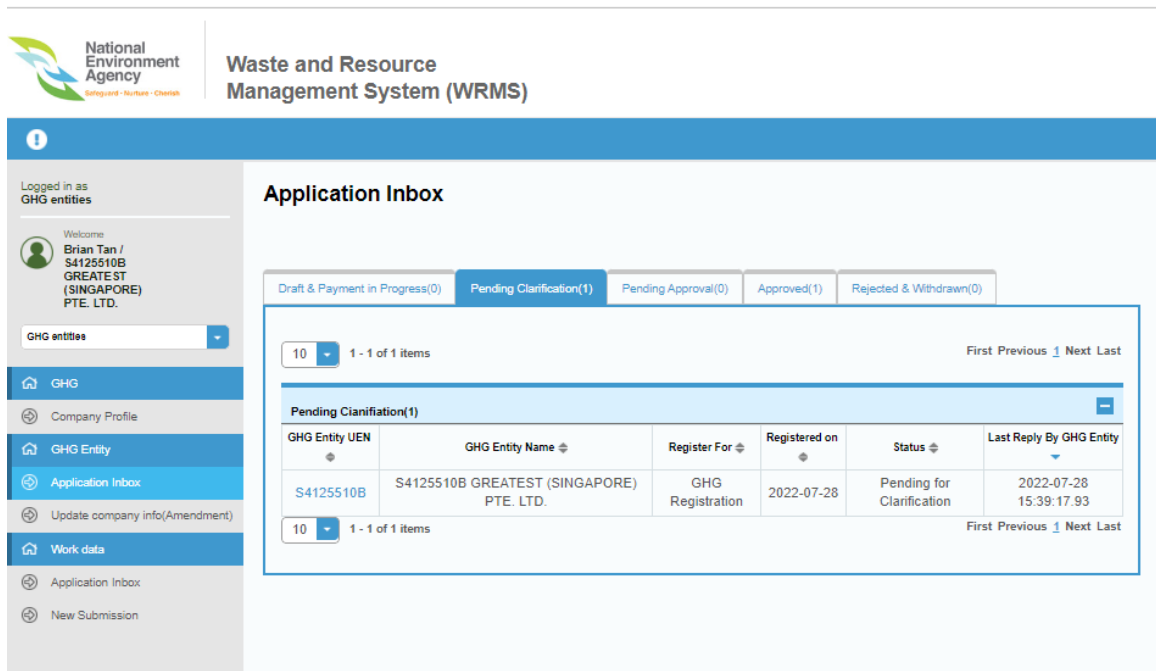
Note: Your registration application will only be submitted to NEA for review upon successful payment. In the event that your payment transaction is interrupted and fails to complete, please email NEA at [nea\\_eepec@nea.gov.sg](mailto:nea_eepec@nea.gov.sg) .

- 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.
- 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 GHG ENTITY REGISTRATION AND MAKE RESUBMISSION IF SUBMISSION IS RETURNED BY NEA

To reply to the clarifications, an admin representative will need to login to system.

a) Upon login, you will be redirected to 'Application Inbox' page. Click on 'Pending Clarification' tab.



**Waste and Resource Management System (WRMS)**

Logged in as GHG entities

Welcome Brian Tan / S4125510B GREATEST (SINGAPORE) PTE. LTD.

GHG entities

**Application Inbox**

Draft & Payment in Progress(0) Pending Clarification(1) Pending Approval(0) Approved(1) Rejected & Withdrawn(0)

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

GHG Entity UEN	GHG Entity Name	Register For	Registered on	Status	Last Reply By GHG Entity
S4125510B	S4125510B GREATEST (SINGAPORE) PTE. LTD.	GHG Registration	2022-07-28	Pending for Clarification	2022-07-28 15:39:17.93

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

Fig 1.4-1: 'Pending Clarification' tab

b) Click on the Case ID.

Pending Clarification(1)					
GHG Entity UEN	GHG Entity Name	Register For	Registered on	Status	Last Reply By GHG Entity
S4125510B	S4125510B GREATEST (SINGAPORE) PTE. LTD.	GHG Registration	2022-07-28	Pending for Clarification	2022-07-28 15:39:17.93

Fig 1.4-2: Under 'Pending for Clarification'

- c) You will be directed to the 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 clarification for the registration and click “Resubmit” to resubmit the application to NEA to be reviewed.

The screenshot shows the 'GHG Entity Registration' page with a status of 'Pending for Clarification'. The left sidebar contains a navigation menu with options like 'GHG', 'Company Profile', 'GHG Entity', 'Application Inbox', 'Update company info(Amendment)', 'Work data', 'Application Inbox', and 'New Submission'. The main content area has a 'Declaration' section with a text area for comments and a 'Resubmit' button.

**GHG Entity Registration** STATUS : Pending for Clarification  
Register for Mandatory Energy Labelling Scheme/Minimum Energy Performance Standards/ HFC Mitigation Measures

01 GHG Entity Registration 02 Declaration

**Declaration**

We hereby apply to the National Environment Agency for registration as a registered GHG entity pursuant to Part 10A Division 3 of the Environmental Protection and Management Act (EPMA).

We have read and understood the information issued by the National Environment Agency in relation to the application for registration as a registered GHG entity 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.

We are also aware that if the required documents and/or information are insufficient, our application may be delayed or rejected. In the event that our application is rejected for any reason whatsoever, we are further aware that all payments made to NEA, if any, are strictly non-refundable and NEA will not be held liable for any expenses incurred for the application.

Should our application be approved by NEA, we understand that the registration as a registered GHG entity shall remain valid unless withdrawn or revoked.

☒ I agree to the declaration

**Additional Information**

Comments (Max 1500 chars)

I hope this clarified

Previous Resubmit

Figure 1.4-3: GHG Entity Registration Declaration page filled up

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

The screenshot shows the 'GHG Entity Registration' page with a status of 'Pending for Approval'. A green banner at the top indicates 'Records have been saved successfully'. Below this is a 'Clarification Comments' table with columns for 'Commented By', 'Commented On', 'Comments', and 'Application Status'.

**GHG Entity Registration** STATUS : Pending for Approval  
Register for Mandatory Energy Labelling Scheme/Minimum Energy Performance Standards/ HFC Mitigation Measures

Records have been saved successfully.

**Clarification Comments**

Commented By	Commented On	Comments	Application Status
S4125510B	14/09/2022 15:19	updated	Pending for Approval

Figure 1.4-4: GHG Entity Registration Resubmitted successfully

## 1.5 AMEND GHG ENTITY DETAILS AFTER REGISTRATION HAS BEEN APPROVED

- a) To amend a GHG entity registration after it has been approved, click on 'Update company info (Amendment)' in the side navigation bar.

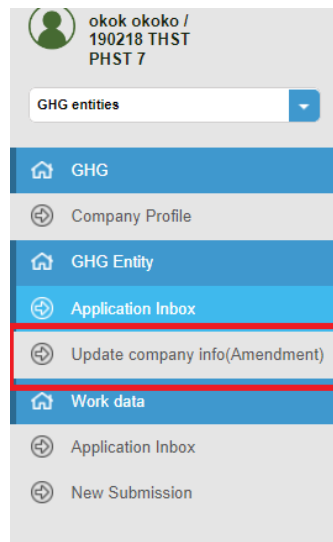


Fig 1.5-1: Click on Update company info (Amendment)'

- b) You will be redirected to 'GHG Entity Registration' page as shown in Figure 1.5-2.

Fig 1.5-2: GHG Entity Info Amendment screen

- c) Make the amendments to the GHG Entity Registration and click 'Next'.

d) Fill up the 'Declaration' and 'Additional Information' section and click "Submit for Approval".

Additional Information

Comments  
(Max 1500 chars)\*

Please accept my application

Previous

Submit for Approval

Cancel

Clear

Fig 1.5-3: Click on 'Submit for Approval' button

e) The amended registration will be submitted to NEA for review.

National  
Environment  
Agency

Waste and Resource  
Management System (WRMS)

GHG Entity Registration

Register for Mandatory Energy Labeling Scheme/Minimum Energy Performance Standards/ HFC Mitigation Measures

STATUS : Pending for Approval

Logged in as  
GHG entities

Username  
GHG-00001  
Password  
PHST 7

GHG entities

GHG

Company Profile

GHG Data

Application Index

Update company info/credentials

Work flow

Application Index

New Submission

Comments

Commented By	Commented On	Comments	Application Status
ghg-00001	06/09/2022 14:15	Please accept my application	Pending for Approval

Company Details

Company  
URN\*

90001290U

Company  
Name

190016 THST PHST 7

Building Name\*

A3C

Street Name

SHREET

Fig 1.5-4: Screen to be displayed after successful submission

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## 1.6 SUBMIT GHG WORK DATA

- a) GHG entities will need to submit GHG work data to NEA quarterly. Click on 'New Submission' button in the left menu under Work Data. The system direct to GHG Work Data Upload page.

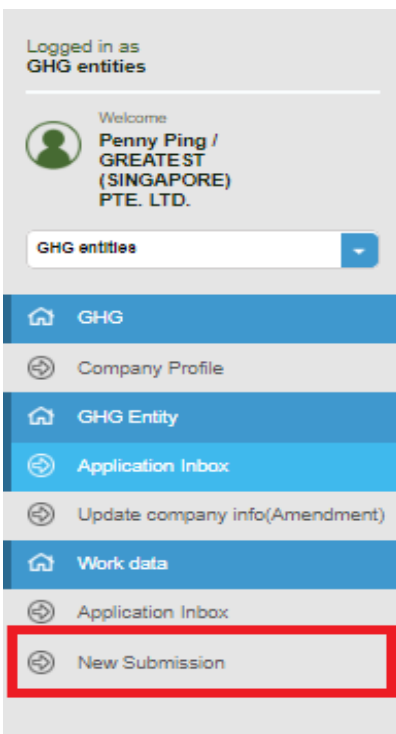



Fig 1.6-1: GHG Side Navigation




**National Environment Agency**  
Safeguard Nature - Change

**Waste and Resource Management System (WRMS)**

---

**Logged in as:**  
GHG entities



Welcome  
**Freddy Poh /**  
190219 THST  
PHST 7

GHG entities

[GHG](#)

[Company Profile](#)

[GHG Entity](#)

[Application Inbox](#)

[Update company info\(Amendment\)](#)

[Work data](#)

[Application Inbox](#)

[New Submission](#)

### GHG Work Data Upload

Submit GHG Work Records For The Specified Period

**GHG Work Data Detail**

Supplier Name:

190219 THST PHST 7

Period\*

Please select

☒ No Work Data(There is no chiller work in the selected period)

**Declaration**

We have read and understood the information required by the National Environment Agency in relation to regulated GHG work data submission and environment impact surveys and investigations. We have provided all the required information and supporting document(s). We are aware that we are to keep and maintain complete and accurate records containing such information concerning the regulated GHG works and the individuals carrying out or supervising those works. We agree that the work data that we have provided is accurate.

In the event that such information on regulated GHG works are not kept, maintained and provided, we are aware that we shall be guilty to an offence and shall be liable on first conviction to a fine not exceeding \$20,000 and, in the case of a continuing offence, to a further fine not exceeding \$1,000 for every day or part of a day during which the offence continues after conviction.

In the event that such information relating to environment impact surveys and investigations are not provided, we are aware that we shall be guilty to an offence and shall be liable on conviction to a fine not exceeding \$2,000.

☐ I agree to the declaration

**GHG Entity Information**


GHG Entity Comment  
(Max 1500 chars)\*

Submit

Cancel

Waste and Resource Management System (WRMS)

Best viewed using IE 11, Firefox 52, Chrome 56, Safari 5, Opera 43 and above.




[Full Vulnerability](#) | 
 [Privacy Statement](#) | 
 [Terms of Use](#) | 
 [Open Data Licence](#) | 
 [Feedback Website](#)

Fig 1.6-2: Upon checking 'No Work Data (There is no chiller work in the selected period)' checkbox

b) Choose the 'Period' which you would like to submit GHG Work Data from the dropdown.

- c) If there was no work data to submit for the selected period, you may indicate accordingly by checking the 'No Work Data (There is no chiller work in the selected period)'.
- d) If there is GHG work done during the period, leave the 'No Work Data (There is no chiller work in the selected period)' check box unchecked and scroll down to the 'Documents Upload' section.



National  
Environment  
Agency

Singapore - Nature - Choice

Waste and Resource  
Management System (WRMS)

1

Logged in as  
GHG entities

Welcome  
Penny Ping /  
GREATEST  
(SINGAPORE)  
PTE. LTD.

GHG entities

GHG

Company Profile

GHG Entity

Application Inbox

Update company info(Amendment)

Work data

Application Inbox

New Submission

GHG Work Data Upload

Submit GHG Work Records For The Specified Period

GHG Work Data Detail

Supplier Name

GREATEST (SINGAPORE) PTE. LTD.

Period\*

April-Jun 2022

☐ No Work Data(There is no chiller work in the selected period)

Documents Upload

Work Data Upload

Download Template\*

Choose File

Drop File here

Allowed file types:xlsx

Validate

Supporting Documents

(Please upload certificate for  
maintenance and decommissioning work  
records on water-cooled chillers using  
refrigerant with GWP ≥15)\*

Type\*

Please select

Remarks/Description  
(Max 100 chars)\*

Add

Clear

S/N	Type	File Name	Remarks	Action
No data found.				


Legend:  Delete    The file size of all attachments cannot exceed 10MB.

Fig 1.6-3: When 'No Work Data (There is no chiller work in the selected period)' checkbox is unchecked

- e) Click on the "Download Template" button to download the template for GHG work data submission. Upon filling in the template, you may upload the file by clicking "Choose File" button.  
Note: Fill up the template according to the instructions to be able to successfully upload and submit the Work Data. If file has the expected extension, '.xlsx', the file will be saved. Otherwise, an error message will appear as shown in Fig 1.6-4.

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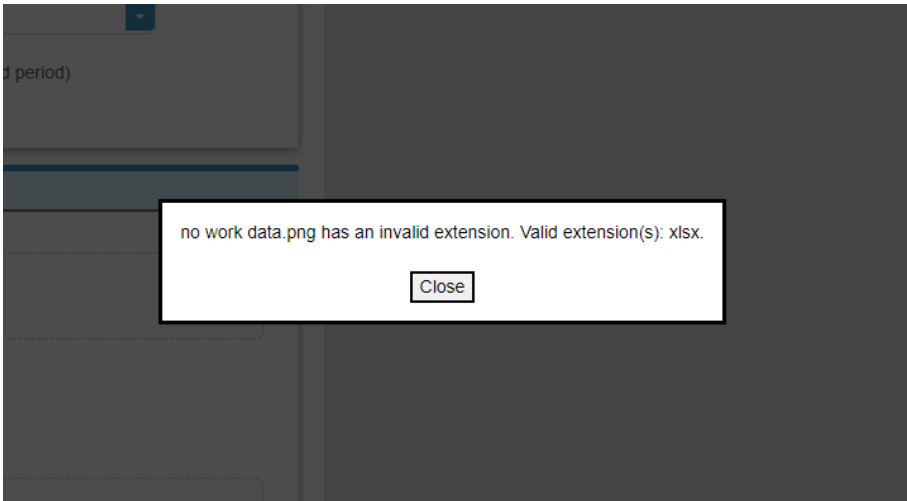


Fig 1.6-4: When attempt to upload file of wrong format.

- f) If the excel file does not pass the validation, error messages will be shown as well, describing the error in the excel file as show in Fig 1.6-5. If file is verified correctly, a message saying “GHG Work Data excel file is verified correctly” will appear as shown in Fig 1.6-6.

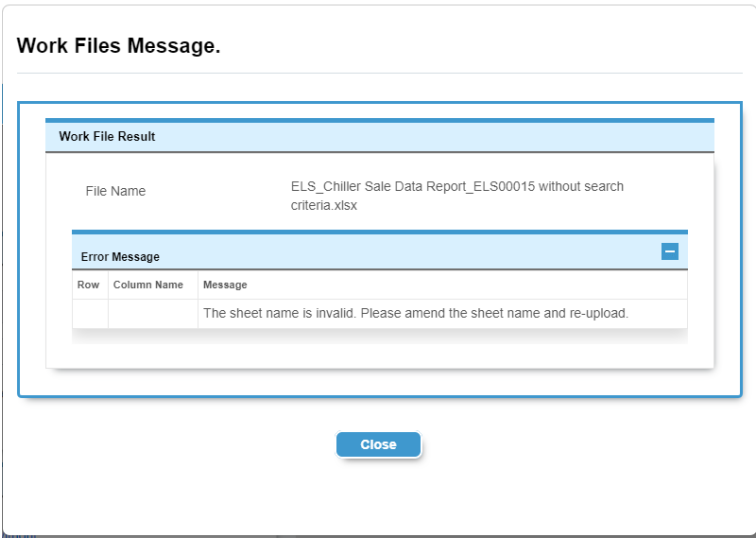



Fig 1.6-5: When attempt to upload excel file that does not meet requirements.



**Waste and Resource  
Management System (WRMS)**

Logged in as  
GHG entities

Welcome  
okok okoko /  
190218 THST  
PHST 7

GHG entities

GHG

Company Profile

GHG Entity

Application Inbox

Update company info(Amendment)

Work data

Application Inbox

New Submission

**GHG Work Data Upload**  
Submit GHG Work Records For The Specified Period

✓ GHG Work Data excel file is verified correctly.

GHG Work Data Detail

Supplier Name190218 THST PHST 7

Period\*April-Jun 2022

☐ No Work Data(There is no chiller work in the selected period)

Documents Upload

Fig 1.6-6: When attempt to upload correct excel file

- g) Upload the supporting documents for spent refrigerants with GWP ≥15 that has been sent to TIWCs in accordance with the submitted work records as shown in Fig 1.6-7.

Documents Upload

Work Data Upload

[Download Template\\*](#)

GHGWorkDataTemplate (2) use this from now on.xlsx [XLSX, 25.4KB] ✖

Validate

Supporting Documents

(Please upload certificate for maintenance and decommissioning work records on water-cooled chillers using refrigerant with GWP ≥15)\*

ELS-kju-CL220009.pdf [PDF, 11.3KB] ✖

Type\*Please select

Remarks/Description (Max 100 chars)\*Please select

Certificate reflecting amount of spent refrigerant sent to TIWC

Others

AddClear

S/N	Type	File Name	Remarks	Action
No data found.				

Legend: ✖ Delete

The file size of all attachments cannot exceed 10MB.

Fig 1.6-7 Type dropdown

h) Add 'Remarks/Description (Max 1500 chars)' under 'Type'.

Remarks/Description  
(Max 100 chars)\*

Submitting Work Data

Fig 1.6-8 Add Remarks/Description

i) Click 'Add' to save the uploaded documents and add them into the table. Click 'Clear' to clear all the information added in the 'Documents Upload' section.

Documents Upload

Work Data Upload  
Download Template\*

GHGWorkDataTemplate (2) use this from now  
on.xlsx [XLSX, 25.4KB] ✖

Validate

**Supporting Documents**  
(Please upload certificate for maintenance and decommissioning work records on water-cooled chillers using refrigerant with GWP ≥15)\*

Allowed file types: pdf, jpg, jpeg and gif format

Type\*

Please select

Remarks/Description  
(Max 100 chars)\*

Add


Clear

S/N	Type	File Name	Remarks	Action
1	Certificate reflecting amount of spent refrigerant sent to TIWC	ELS-RES-CL220006.pdf	Submitting Work Data	✖

**Legend:** ✖ Delete    The file size of all attachments cannot exceed 10MB.


Fig 1.6-9 After clicking 'Add'

- j) Scroll down to the 'Declaration' and 'GHG Entity Information' section. Check "I agree to the declaration" check box if you agree to the declaration text and would like to proceed with the submission.




**National Environment Agency**  
Integrated • Nurture • Cherish

**Waste and Resource Management System (WRMS)**



	spent refrigerant sent to TIWC	CL220006.pdf	Data	^
--	--------------------------------	--------------	------	---

**Legend:**  Delete    The file size of all attachments cannot exceed 10MB.

**Declaration**

We have read and understood the information required by the National Environment Agency in relation to regulated GHG work data submission and environment impact surveys and investigations. We have provided all the required information and supporting document(s). We are aware that we are to keep and maintain complete and accurate records containing such information concerning the regulated GHG works and the individuals carrying out or supervising those works. We agree that the work data that we have provided is accurate.

In the event that such information on regulated GHG works are not kept, maintained and provided, we are aware that we shall be guilty to an offence and shall be liable on first conviction to a fine not exceeding \$20,000 and, in the case of a continuing offence, to a further fine not exceeding \$1,000 for every day or part of a day during which the offence continues after conviction.

In the event that such information relating to environment impact surveys and investigations are not provided, we are aware that we shall be guilty to an offence and shall be liable on conviction to a fine not exceeding \$2,000.

☐ I agree to the declaration

**GHG Entity Information**

GHG Entity Comment  
 (Max 1500 chars)\*

Submit

Cancel

Waste and Resource Management System (WRMS)

Best viewed using IE 11, Firefox 52, Chrome 56, Safari 8, Opera 43 and above.


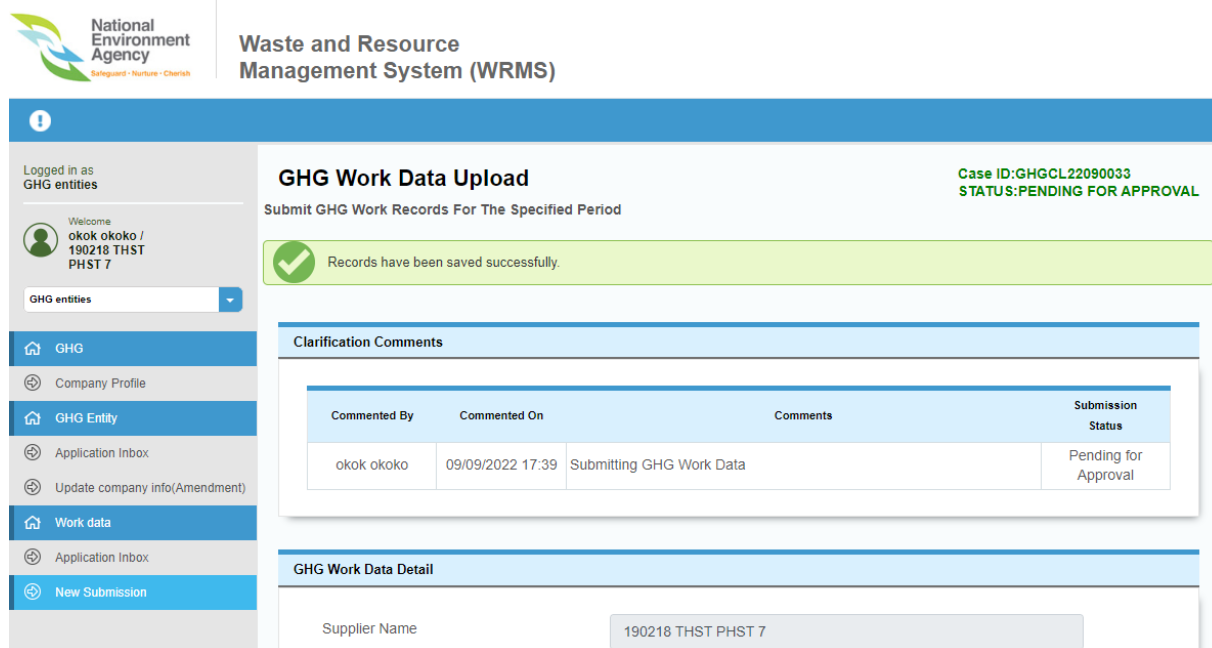

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Fig 1.6-10 Scroll down to find the 'Declaration' and 'GHG Entity Information' section

- k) Click on “Submit”. NEA will review the submission. Upon successful submission, an acknowledgement email will be sent to the registered email address.



**National Environment Agency**  
Safeguard - Nurture - Cherish

**Waste and Resource Management System (WRMS)**

Logged in as GHG entities

Welcome okok okoko / 190218 THST PHST 7

GHG entities

**GHG Work Data Upload**  
Submit GHG Work Records For The Specified Period

Case ID: GHGCL22090033  
STATUS: PENDING FOR APPROVAL

Records have been saved successfully.

**Clarification Comments**

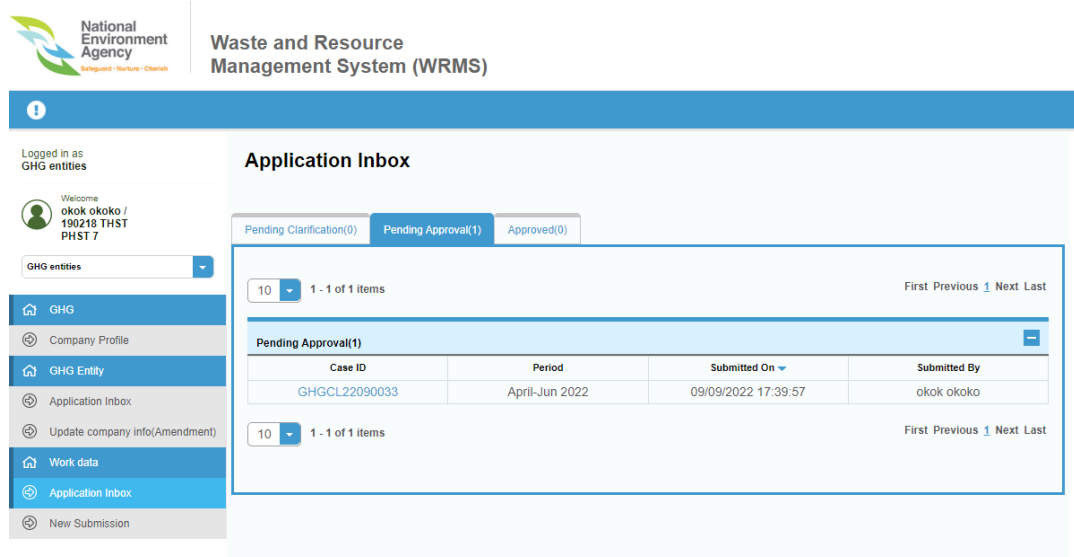
Commented By	Commented On	Comments	Submission Status
okok okoko	09/09/2022 17:39	Submitting GHG Work Data	Pending for Approval

**GHG Work Data Detail**

Supplier Name 190218 THST PHST 7

Fig 1.6-11 When Work Data submitted successfully

- l) If the submission of Work Data was successful, it should appear in the ‘Application Inbox’ in the side navigation under the ‘Work Data’. To view the application submitted, click on ‘Pending Approval’ tab. The specific case will appear under this tab.



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**Waste and Resource Management System (WRMS)**

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GHG entities

**Application Inbox**

Pending Clarification(0) Pending Approval(1) Approved(0)

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

**Pending Approval(1)**

Case ID	Period	Submitted On	Submitted By
GHGCL22090033	April-Jun 2022	09/09/2022 17:39:57	okok okoko

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

Fig 1.6-12 Work Data Application Inbox