



National Environment Agency

NEA-WRMS

User Guide for Supplier Management



Prepared by 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 with business account and registered company in ACRA.

ROLE AND RIGHTS

Function	Role
Supplier Registration	Admin representative
Update Registration Details	Admin representative

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

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

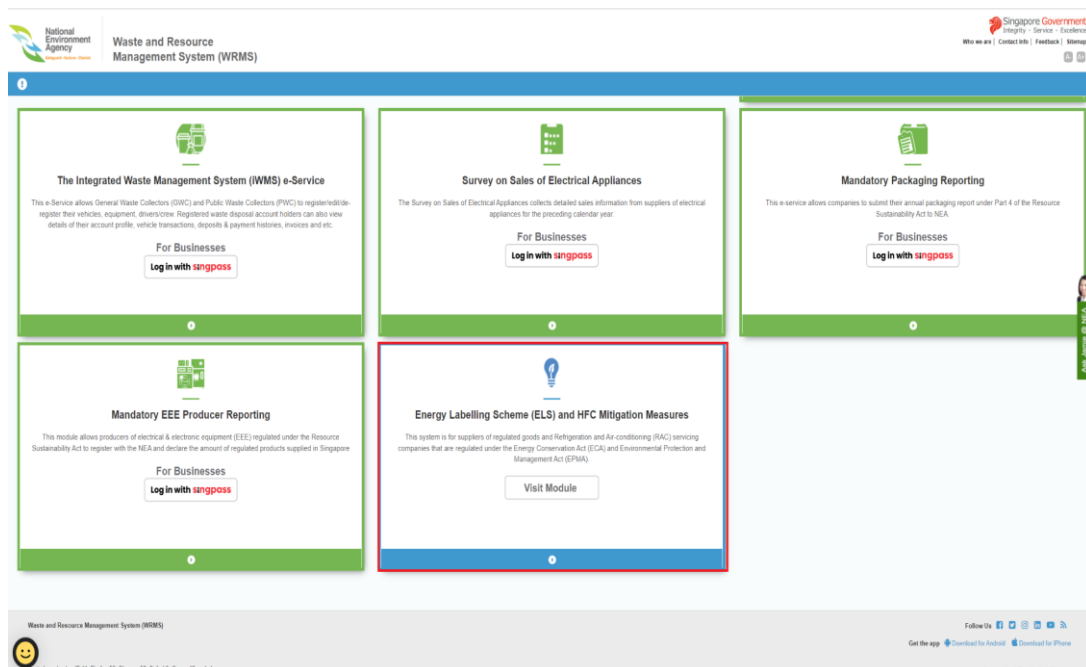


Figure 1.1-1: Energy Labeling Scheme (ELS) and HFC Mitigation Measures

- d) Click on “Registration of Regulated Goods” as shown in Figure 1.1-2.

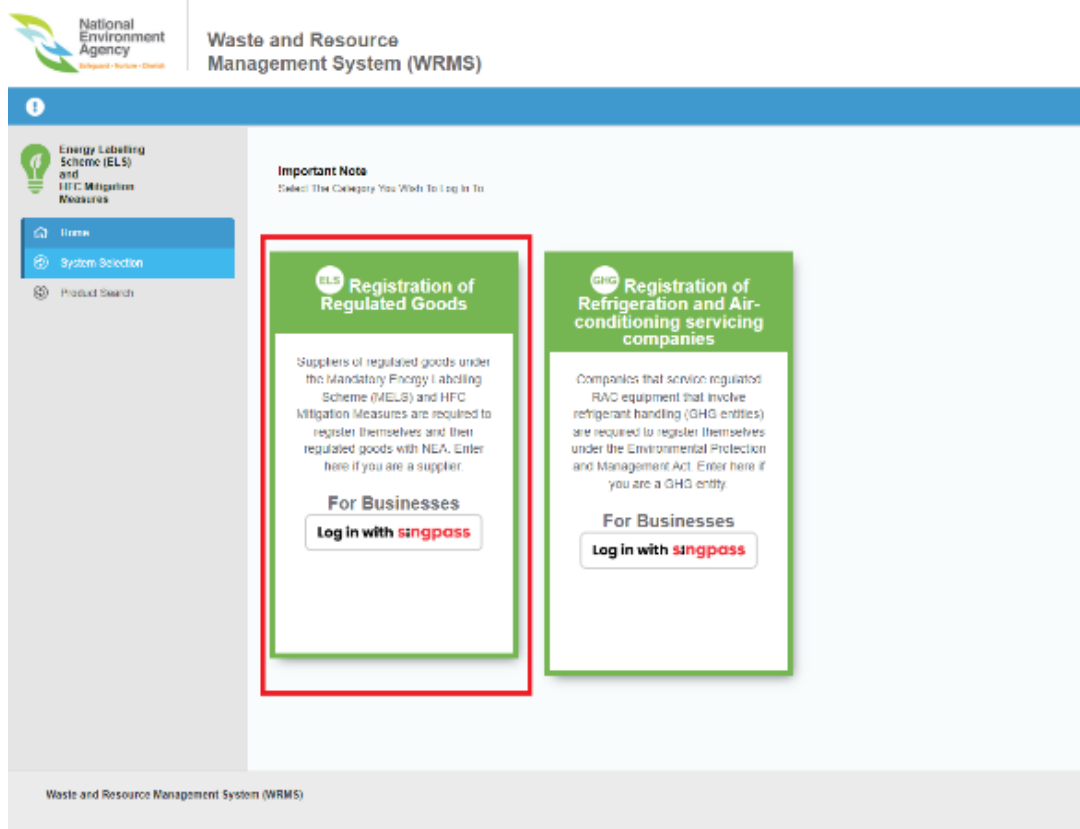


Figure 1.1-2: Registration of Regulated Goods and Registration of RAC servicing companies.

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

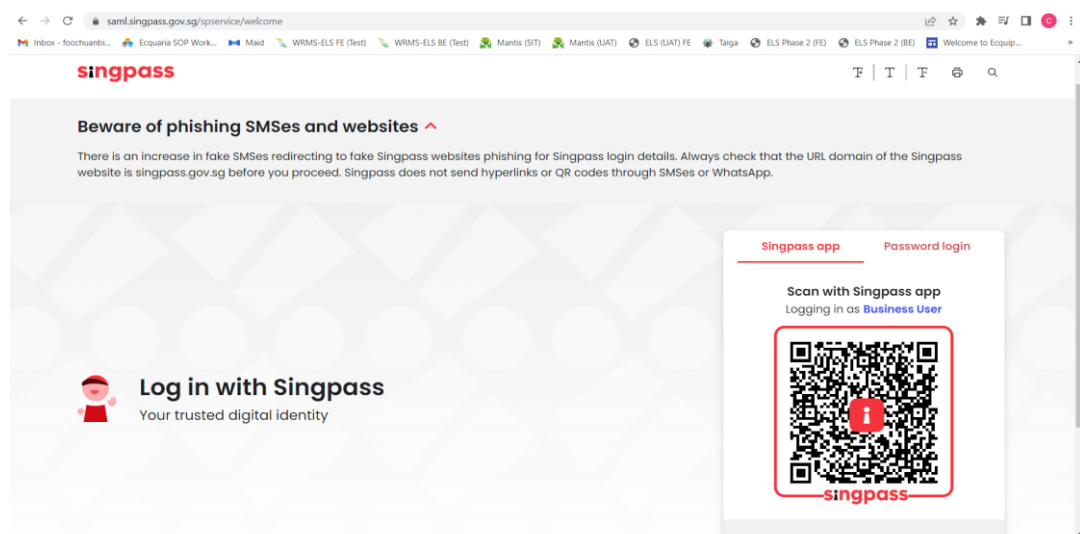


Figure 1.1-3: CorpPass Login Page

1.2 REGISTRATION

- a) Upon logging in successfully, you will be redirected to the Supplier Registration page as shown in Figure 1.2-1.
- 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.

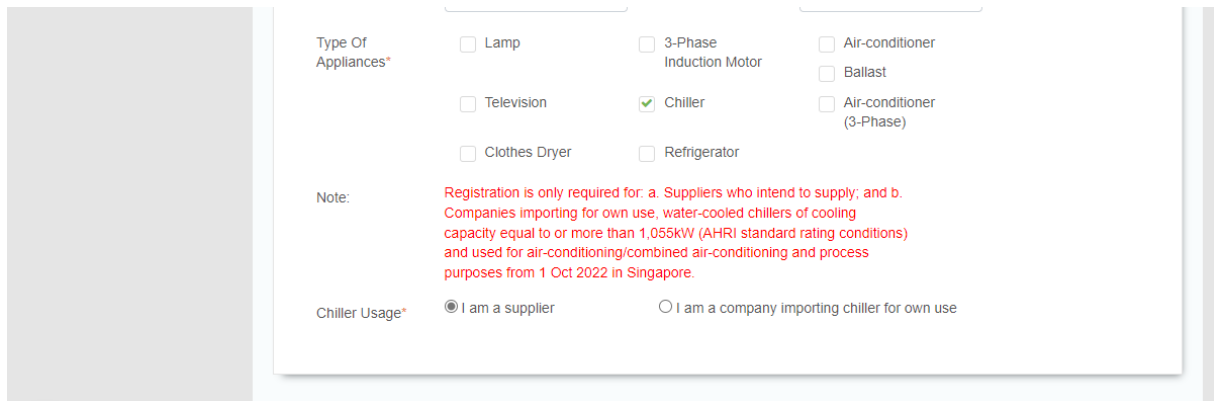
Figure 1.2-1: Supplier Registration Landing Page

- c) In the Type of Appliances field, check the "Chiller" checkbox. A radio button field for Chiller Usage will be displayed as shown in Figure 1.2-2. Choose whether your company is a supplier, or a company importing chiller for own use.

Note: Registration is only required for:

- Suppliers who intend to supply; or
- Companies importing for own use

water-cooled chillers of cooling capacity equal to or more than 1,055kW (AHRI standard rating conditions) and used for air-conditioning/combined air-conditioning and process purposes from 1 Oct 2022 in Singapore.



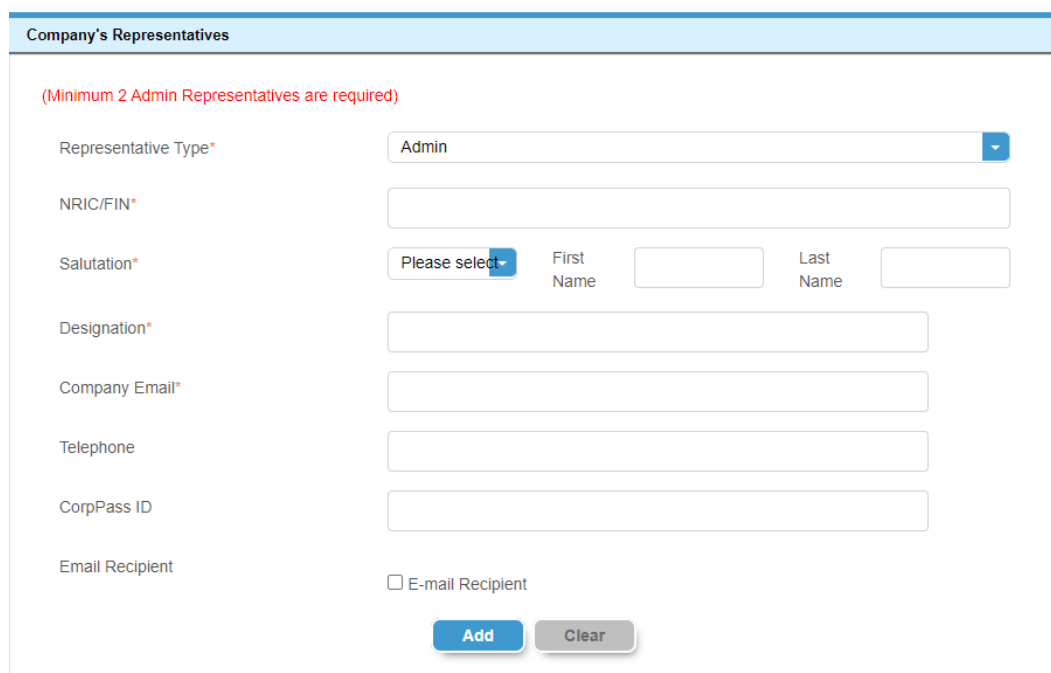
The form is titled 'Supplier Registration Landing Page'. It contains the following sections:

- Type Of Appliances***: A grid of checkboxes for various appliances:
 - Lamp
 - Television
 - Clothes Dryer
 - 3-Phase Induction Motor
 - Chiller (checked)
 - Refrigerator
 - Air-conditioner
 - Ballast
 - Air-conditioner (3-Phase)
- Note:** Registration is only required for: a. Suppliers who intend to supply; and b. Companies importing for own use, water-cooled chillers of cooling capacity equal to or more than 1,055kW (AHRI standard rating conditions) and used for air-conditioning/combined air-conditioning and process purposes from 1 Oct 2022 in Singapore.
- Chiller Usage***: Two radio buttons:
 - ☒ I am a supplier
 - ☐ I am a company importing chiller for own use

Figure 1.2-2: Supplier Registration Landing Page

- d) In the 'Company's Representatives' section as shown in Figure 1.2-3, fill in the required details of the company's representatives. Click "Add" to add the representative. A minimum of 2 admin representatives are required.

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.



The form is titled 'Company's Representatives'. It includes a red note: '(Minimum 2 Admin Representatives are required)'. The form fields are as follows:

- Representative Type***: A dropdown menu with 'Admin' selected.
- NRIC/FIN***: A text input field.
- Salutation***: A dropdown menu with 'Please select' selected. To its right are two text input fields for 'First Name' and 'Last Name'.
- Designation***: A text input field.
- Company Email***: A text input field.
- Telephone**: A text input field.
- CorpPass ID**: A text input field.
- Email Recipient**: A checkbox labeled 'E-mail Recipient'.

At the bottom of the form are two buttons: 'Add' (blue) and 'Clear' (grey).

Figure 1.2-3: If company representative is of 'Admin' type.

- e) If company representative is a 'Third Party' representative, then the 'Company Name (3rd Party)' and 'Company Address (3rd Party)' field will appear as shown in Figure 1.2-4.

Company's Representatives

(Minimum 2 Admin Representatives are required)

Representative Type* Third Party

NRIC/FIN*

Salutation* Please select First Name Last Name

Designation*

Company Email*

Telephone

Company Name(3rd Party)*

Company Address(3rd Party)*

CorpPass ID

Add Clear

Figure 1.2-4: If company representative is of 'Third Party'.

- f) Below the 'Company's Representatives' section are 2 buttons: 'Save As Draft' & 'Next' as shown in Figure 1.2-5. '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.

Company's Representatives

(Minimum 2 Admin Representatives are required)

Representative Type* Please select

NRIC/FIN*

Salutation* Please select First Name Last Name

Designation*

Company Email*

Telephone

CorpPass ID

Add Clear

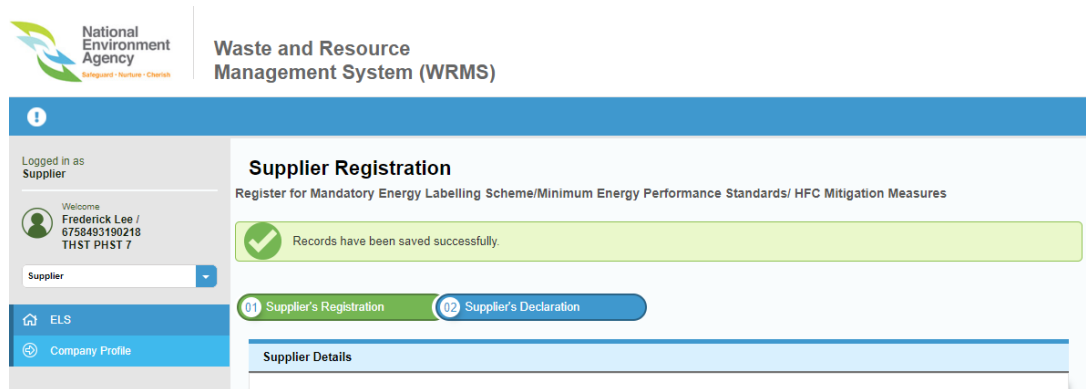
Representative Type	NRIC/FIN	First Name	Last Name	Email	CorpPass ID	Email Recipient	Edit/Delete
Admin	S9418712E	Frederick	Lee	fredericklee@company.com	S9418712E	No	Edit Delete
Admin	S3731366A	Zara	Khanum	zarakhanum@company.com	S3731366A	Yes	Edit Delete

Legend: Edit Delete

Save As Draft Next

Figure 1.2-5: Buttons displayed at the end page

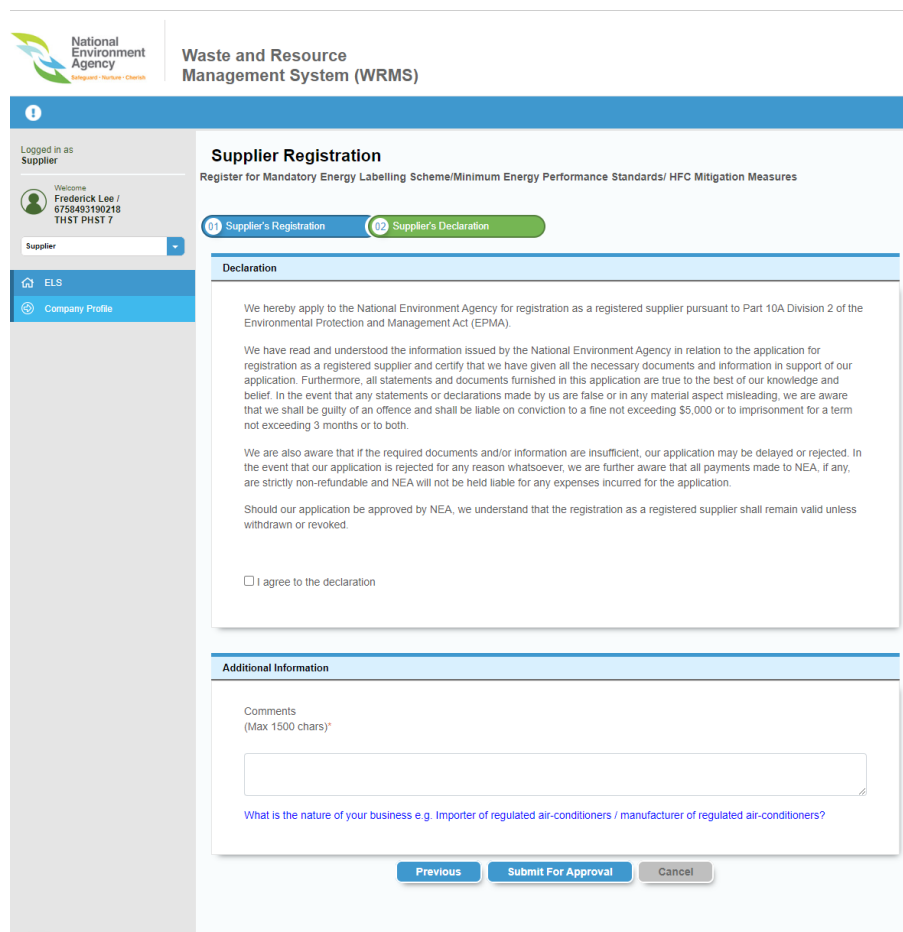
- g) Click 'Save As Draft', the page will reload and display a message at the top of the page, "Records have been saved successfully" as shown in Figure 1.2-6 to confirm that the application has been saved successfully.



The screenshot shows the 'Supplier Registration' page of the Waste and Resource Management System (WRMS). The page header includes the National Environment Agency logo and the text 'Waste and Resource Management System (WRMS)'. The left sidebar shows the user is logged in as 'Supplier' with the name 'Frederick Lee / 6758493190218 THST PHST 7'. The main content area has a green banner at the top stating 'Records have been saved successfully.' Below this, there are two tabs: '01 Supplier's Registration' (active) and '02 Supplier's Declaration'. The 'Supplier Details' section is visible below the tabs.

Figure 1.2-6: Message displayed upon records being saved successfully

- h) Click 'Next' instead of 'Save as Draft', you will be redirected to Supplier's Declaration page as shown in Figure 1.2-7.



The screenshot shows the 'Supplier's Declaration' page. The header and sidebar are the same as in Figure 1.2-6. The main content area has a green banner at the top stating 'Records have been saved successfully.' Below this, there are two tabs: '01 Supplier's Registration' and '02 Supplier's Declaration' (active). The 'Declaration' section contains a text area with a declaration statement. Below the declaration, there is a checkbox labeled 'I agree to the declaration'. The 'Additional Information' section contains a text area for 'Comments (Max 1500 chars)' and a text area for 'What is the nature of your business e.g. Importer of regulated air-conditioners / manufacturer of regulated air-conditioners?'. At the bottom, there are three buttons: 'Previous', 'Submit For Approval', and 'Cancel'.

Figure 1.2-7: When user click 'Next'

- i) Check “I agree to the declaration” check box if you agree to the declaration text and would like to proceed with the registration.
- j) In the Additional Information section, input comments for the registration. Note: A maximum 1500 chars can be entered into the text input area.
- k) To proceed with submitting the application to NEA for approval, select ‘Submit for Approval’. The company’s admin representative(s) indicated as email recipients in the registration form will receive an email notification to acknowledge their application for the registration.

The screenshot displays the 'Supplier Registration' page in the NEA Waste and Resource Management System (WRMS). The page header includes the NEA logo and the text 'Waste and Resource Management System (WRMS)'. The user is logged in as 'Frederick Lee / 6758493190218 THST PHST 7'. The page status is 'PENDING FOR APPROVAL'. A green message box indicates 'Login denied. You do not belong to the representative of this supplier or this supplier has not been approved yet.' Below this, there are two tabs: 'Supplier's Registration' (active) and 'Supplier's Declaration'. A table titled 'Clarification Comments' shows a single entry by Frederick Lee on 14/09/2022 at 11:41, stating 'I am a manufacturer of regulated air-conditioners and chillers. I have been in this business for more than 10 years'. The application status is 'Pending for Approval'.

Commented By	Commented On	Comments	Application Status
Frederick Lee	14/09/2022 11:41	I am a manufacturer of regulated air-conditioners and chillers. I have been in this business for more than 10 years	Pending for Approval

Figure 1.2-8: After submitting for approval

- l) Selecting ‘Previous’ will take user back to Supplier Registration page, and ‘Cancel’ will cancel the application and redirect to Supplier’s Registration page if the application has been saved as a draft by the user.
- m) After the supplier 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. 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.

1.3 HOW TO PROVIDE CLARIFICATION AND MAKE A 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 the Supplier Registration page. The clarification comments by NEA will be displayed at the top part of the page as shown in Figure 1.3-1. You may proceed to amend details of the submitted registration.

Commented By	Commented On	Comments	Application Status
ELS-RO5-Siram	15/09/2022 00:00	clarify	Pending for Clarification
Mary Jane	14/09/2022 16:07	ok	Pending for Approval

Figure 1.3-1: Supplier Registration Screen with Status 'Pending for Clarification' to be displayed

- b) After making the changes, click 'Next' to proceed to Supplier's Declaration page.
- c) After filling up the required fields in the Supplier's Declaration page, you may click 'Resubmit' to re-submit the application to NEA to be reviewed.

Additional Information

Comments
(Max 1500 chars)*

clarified as per requested

What is the nature of your business e.g. Importer of regulated air-conditioners / manufacturer of regulated air-conditioners?

Previous Resubmit Cancel

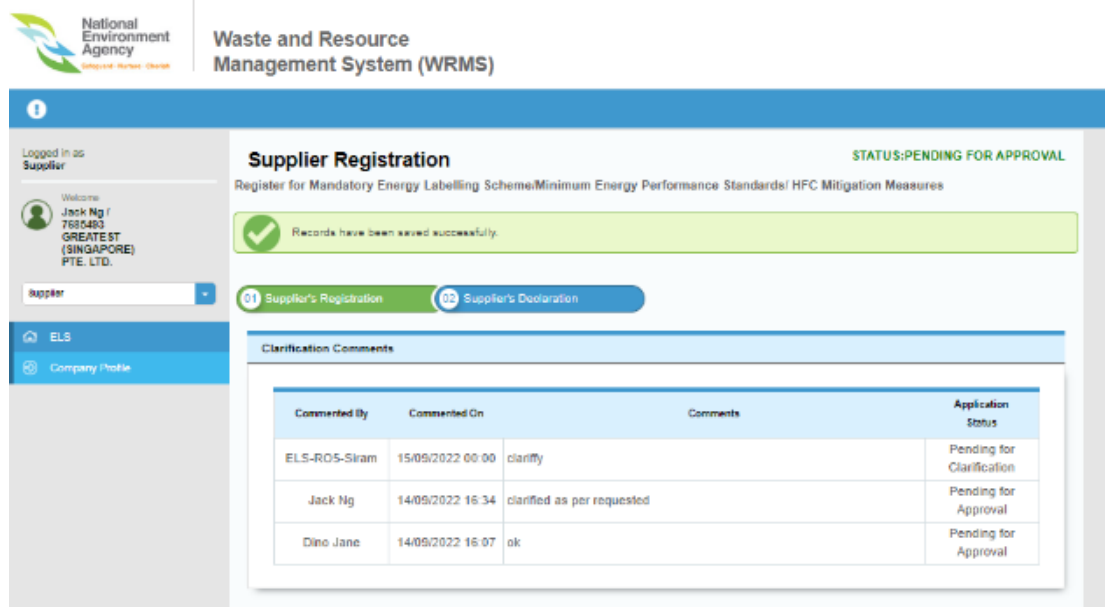
Waste and Resource Management System (WRMS)

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Figure 1.3-2: After filling up Supplier's Declaration

- d) The application will be successfully re-submitted to NEA for review and a confirmation message appear as shown in Figure 1.3-3.



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Sustainable Nation, Greener Islands

Waste and Resource Management System (WRMS)

Supplier Registration STATUS: PENDING FOR APPROVAL

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

Records have been saved successfully.

01 Supplier's Registration 02 Supplier's Declaration

Clarification Comments

Commented By	Commented On	Comments	Application Status
ELS-ROS-Siram	15/09/2022 00:00	clarify	Pending for Clarification
Jack Ng	14/09/2022 16:34	clarified as per requested	Pending for Approval
Dine Jane	14/09/2022 16:07	ok	Pending for Approval

Figure 1.3-3: Successfully submitted clarified application to NEA

1.4 HOW TO VIEW AND UPDATE MY COMPANY'S INFORMATION AFTER REGISTRATION HAS BEEN APPROVED

- a) Login to system. Upon logging in successfully, you will be directed to 'Application Inbox' as shown in Figure 1.4-1.

Note: Only admin representatives can amend/update company information.

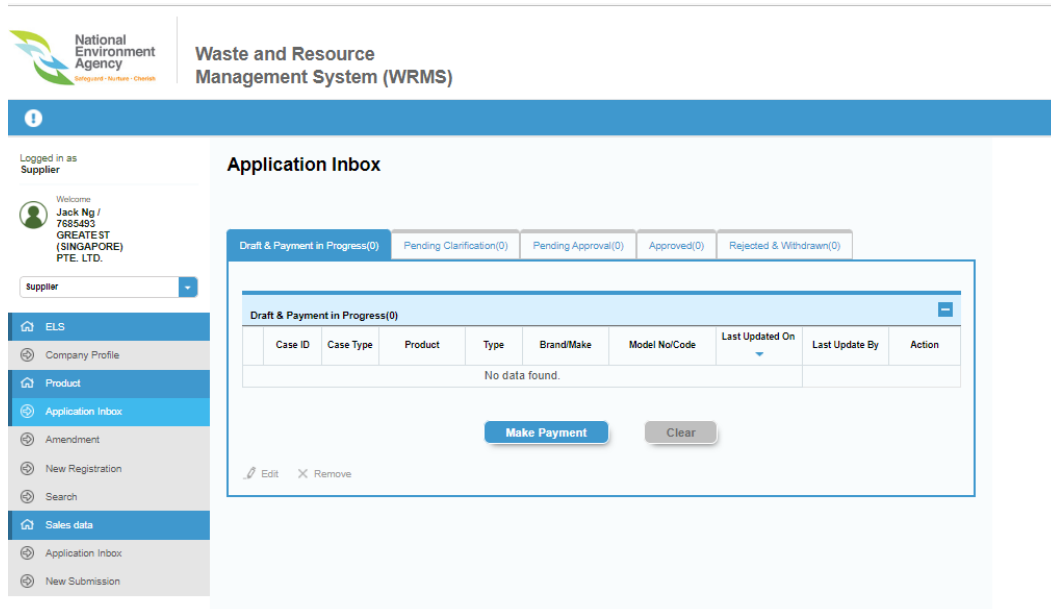


Figure 1.4-1 Login successfully and redirected to application inbox.

- b) Navigate to side navigation bar and click on 'Company Profile'. You will be redirected to 'Supplier Registration' page as shown in Figure 1.4-2.

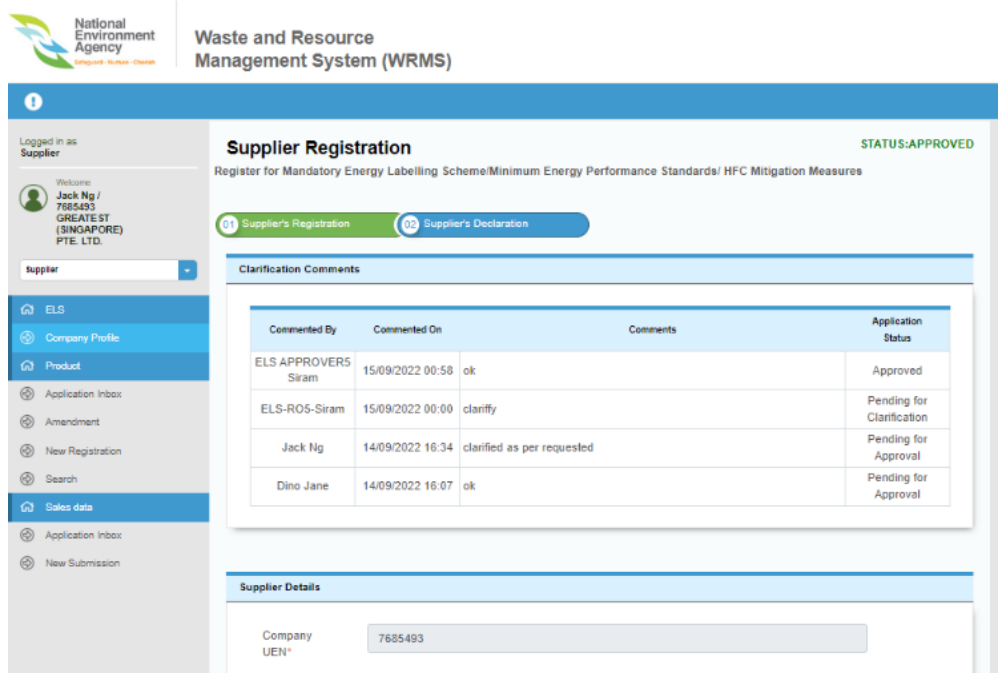


Figure 1.4-2 Supplier Registration Page

- c) Make the amendments to the Supplier Registration and click 'Next'.
- d) Fill up the 'Declaration' and 'Additional Information' section and click "Save".

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Safeguard - Nurture - Create

Waste and Resource Management System (WRMS)

Supplier Registration STATUS: APPROVED

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

01 Supplier's Registration 02 Supplier's Declaration

Declaration

We hereby apply to the National Environment Agency for registration as a registered supplier pursuant to Part 10A Division 2 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 supplier 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 supplier shall remain valid unless withdrawn or revoked.

☒ I agree to the declaration

Additional Information

Comments
(Max 1500 chars)*

Amended

What is the nature of your business e.g. Importer of regulated air-conditioners / manufacturer of regulated air-conditioners?

[Previous](#) [Save](#) [Cancel](#)

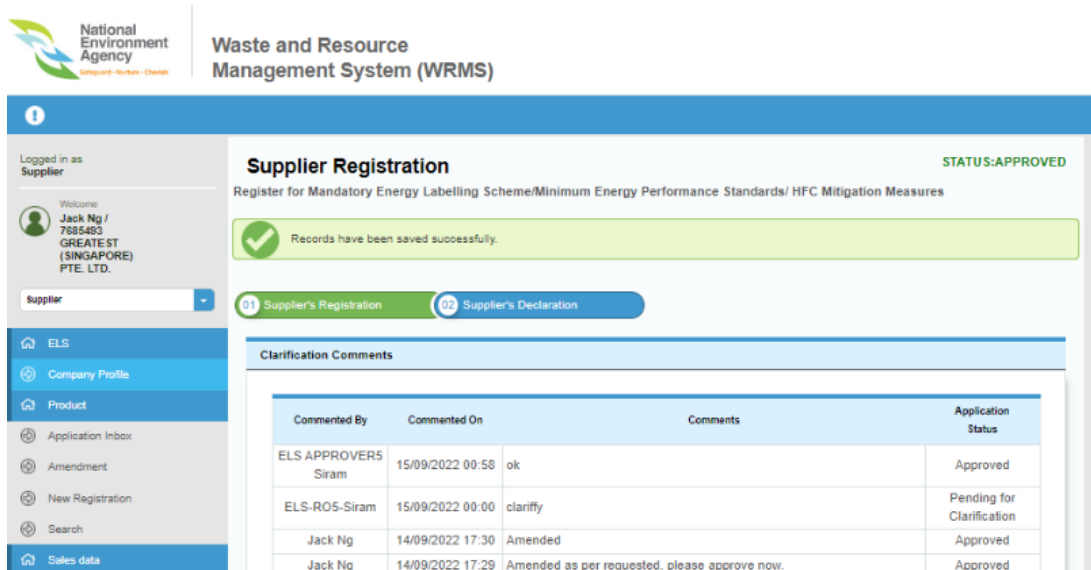
Waste and Resource Management System (WRMS)

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Figure 1.4-3 Supplier's Declaration page filled up

- e) Upon clicking 'Save', the records will be saved successfully. A confirmation message will appear as shown in Figure 1.4-4.



The screenshot displays the 'Supplier Registration' page in the Waste and Resource Management System (WRMS). The page header includes the National Environment Agency logo and the system name. The user is logged in as 'Supplier' (Jack Ng / 7685483 / GREATEST (SINGAPORE) PTE. LTD.). The page status is 'APPROVED'. A green confirmation message states 'Records have been saved successfully.' Below this, there are two tabs: '01 Supplier's Registration' (active) and '02 Supplier's Declaration'. The 'Clarification Comments' section contains a table with the following data:

Commented By	Commented On	Comments	Application Status
ELS APPROVERS Siram	15/09/2022 00:58	ok	Approved
ELS-RO5-Siram	15/09/2022 00:00	clarify	Pending for Clarification
Jack Ng	14/09/2022 17:30	Amended	Approved
Jack Ng	14/09/2022 17:29	Amended as per requested, please approve now.	Approved

Figure 1.4-4 Amendment saved successfully