

**Product Safety Management System User Guide (Internal)**

New Raw Material Approval Form – this is applicable for:

- i. Virgin pulp
- ii. Chemical used for paper making process
- iii. WTE operation process chemical
- iv. WWTP operation process chemical

1. Login the system at <https://www.gspp.com.my/pms/login.asp>.
  - i. Login ID and password to be provided to each relevant user.
  - ii. The default login ID is employee number and the password is password.
  - iii. To change password, go to Admin and click on “Change Password”.



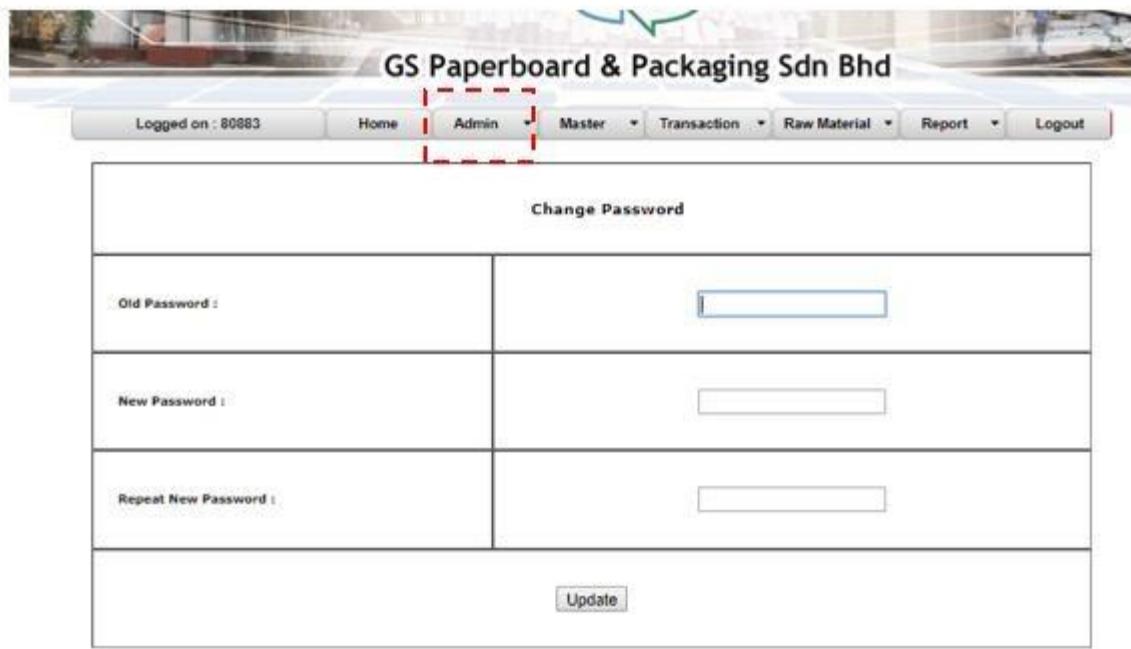
PRODUCT SAFETY MANAGEMENT SYSTEM

Raw Material Information Centre

Login ID :

Password :

**Login** **Cancel**



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Logged on : 80883 Home Admin Master Transaction Raw Material Report Logout

Change Password

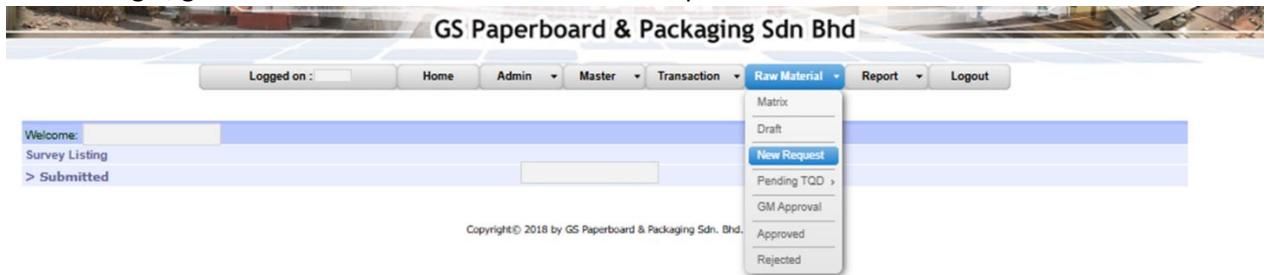
Old Password :	<input type="password"/>
New Password :	<input type="password"/>
Repeat New Password :	<input type="password"/>

**Update**

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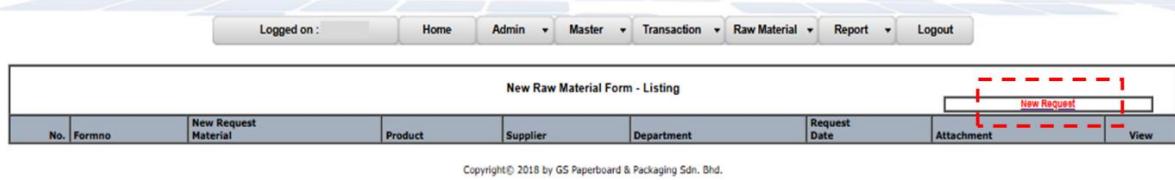
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2. Upon successful login, go to Raw Material then click on “New Request”.



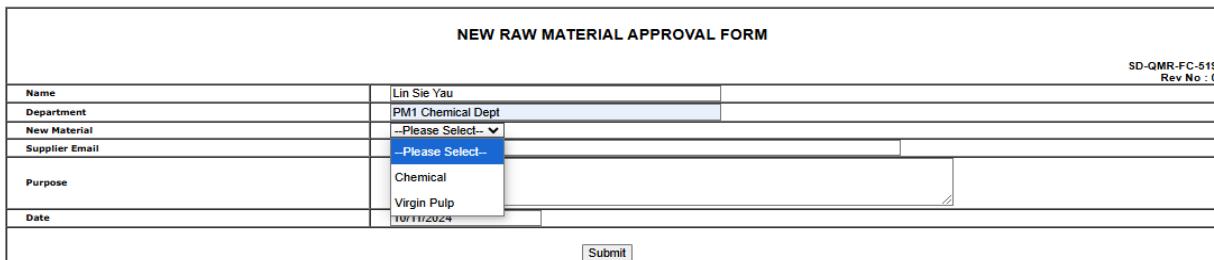
The screenshot shows the software's main menu bar with 'Raw Material' selected. A dropdown menu for 'Raw Material' is open, showing options: Matrix, Draft, New Request (which is highlighted in blue), Pending TQD, GM Approval, Approved, and Rejected.

a. Click on “New Request”. New Raw Material Approval Form will appear.



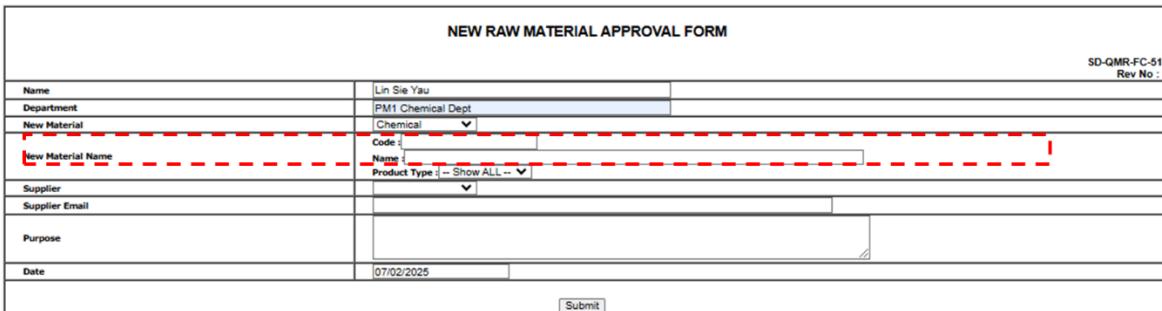
The screenshot shows the 'New Raw Material Form - Listing' page. At the top right, there is a red dashed box around a button labeled 'New Request'.

b. Select the New Material: "Chemical" or "Virgin Pulp"



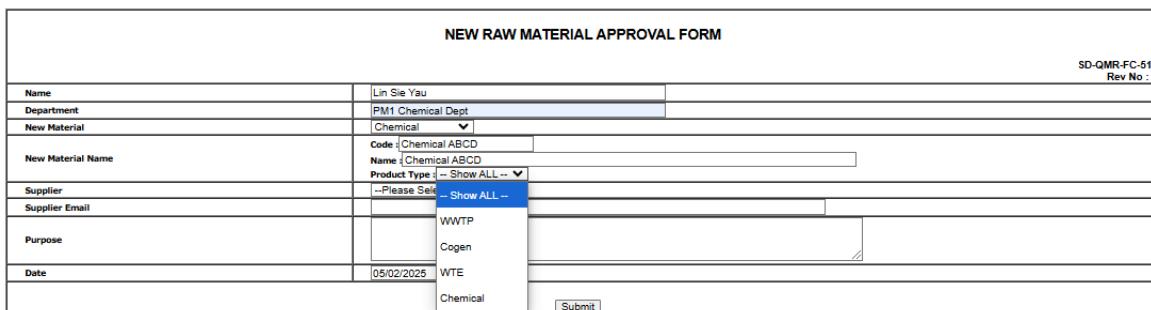
The screenshot shows the 'NEW RAW MATERIAL APPROVAL FORM' page. The 'New Material' dropdown menu is open, showing 'Chemical' selected. Other options in the dropdown are 'Please Select-' and 'Virgin Pulp'. The page also includes fields for Name, Department, Supplier Email, Purpose, and Date, along with a 'Submit' button.

c. If select “Chemical”, please fill in → New Material Name: Code and name



The screenshot shows the 'NEW RAW MATERIAL APPROVAL FORM' page. The 'New Material Name' field is highlighted with a red dashed box. The page includes fields for Name, Department, Supplier Email, Purpose, and Date, along with a 'Submit' button.

d. Select the Product Type: "WWTP", "Cogen", "WTE" or "Chemical".



The screenshot shows the 'NEW RAW MATERIAL APPROVAL FORM' page. The 'Product Type' dropdown menu is open, showing 'WWTP' selected. Other options in the dropdown are 'Please Select-' and 'Show All'. The page includes fields for Name, Department, Supplier Email, Purpose, and Date, along with a 'Submit' button.

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e. Select the Supplier: "New" or "Existing"

NEW RAW MATERIAL APPROVAL FORM		
Name	Lin Sie Yau	
Department	PM1 Chemical Dept	
New Material	Chemical <input style="width: 20px; height: 15px;" type="button" value="▼"/>	
New Material Name	Code: Chemical ABCD	Name: Chemical ABCD
	Product Type: Chemical	<input style="width: 20px; height: 15px;" type="button" value="▼"/>
Supplier	--Please Select-- <input style="width: 20px; height: 15px;" type="button" value="▼"/>	
Supplier Email	--Please Select-- <input style="width: 20px; height: 15px;" type="button" value="▼"/>	
Purpose	New <input style="width: 20px; height: 15px;" type="button" value="▼"/>	
Date	Existing <input style="width: 20px; height: 15px;" type="button" value="▼"/>	
<input type="button" value="Submit"/>		

f. If select "New" Supplier, please fill in → Supplier Code, Supplier Name and Supplier Email.  
Next, please fill in → Purpose.  
Please click on "Submit" upon completion.

NEW RAW MATERIAL APPROVAL FORM		
Name	Lin Sie Yau	
Department	PM1 Chemical Dept	
New Material	Chemical <input style="width: 20px; height: 15px;" type="button" value="▼"/>	
New Material Name	Code: Chemical ABCD	Name: Chemical ABCD
Supplier	New <input style="width: 20px; height: 15px;" type="button" value="▼"/>	
Supplier Code	Supplier ABCD <input style="width: 20px; height: 15px;" type="button" value="▼"/>	
Supplier Name	Supplier ABCD <input style="width: 20px; height: 15px;" type="button" value="▼"/>	
Supplier Email	sylin@gspp.com.my <input style="width: 20px; height: 15px;" type="button" value="▼"/>	
Purpose	Testing <input style="width: 20px; height: 15px;" type="button" value="▼"/>	
Date	07/02/2025 <input style="width: 20px; height: 15px;" type="button" value="▼"/>	
<input type="button" value="Submit"/>		

g. If select "Existing" Supplier, please select supplier from the Supplier Code / Name list and Supplier Email auto appear.  
Next, please fill in → Purpose.  
Please click on "Submit" upon completion.

NEW RAW MATERIAL APPROVAL FORM		
<div style="display: flex; align-items: center;"> <span style="font-size: 10px;">Logged on : 81029</span> <div style="margin-left: 10px;"> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> -- Please Select-- <input style="width: 20px; height: 15px;" type="button" value="▼"/> </div> <div style="margin-left: 10px; border: 1px solid #ccc; padding: 2px; display: inline-block; width: 300px;"> <p>Actifchem Sdn Bhd</p> <p>Akashichem Sdn Bhd</p> <p>Amazon Papyrus (M) Sdn Bhd</p> <p>AMAZON PAPYRUS CHEMICALS LIMITED</p> <p>Antik Sempura Sdn Bhd</p> <p>ARAKAWA CHEMICAL INDUSTRIES, LTD</p> <p>ARAKAWA CHEMICAL VIETNAM CO., LTD</p> <p>ARCHROMA SINGAPORE PTE LTD</p> <p>Bio Enviro Industries Sdn Bhd</p> <p>Chemical1111</p> <p>Chemindus Sdn Bhd</p> <p>Compact Energy Sdn Bhd</p> <p>Geo De Chem Sdn Bhd</p> <p>GUANGDONG LIANGSHI INDUSTRIAL MATERIAL CO LTD</p> <p>Hach Malaysia Sdn Bhd</p> <p>Henkel (Malaysia) Sdn Bhd</p> <p>Ingredion (Thailand) Co., Ltd.</p> </div> </div> </div>		
Name	GUANGDONG LIANGSHI INDUSTRIAL MATERIAL CO LTD	
Department	Hach Malaysia Sdn Bhd	
New Material	Chemical1111	
New Material Name	Chemical1111	
Supplier	-- Please Select-- <input style="width: 20px; height: 15px;" type="button" value="▼"/>	
Supplier Code/Name	<input style="width: 20px; height: 15px;" type="button" value="▼"/>	
Supplier Email	<input style="width: 20px; height: 15px;" type="button" value="▼"/>	
Purpose	Testing <input style="width: 20px; height: 15px;" type="button" value="▼"/>	
Date	07/02/2025 <input style="width: 20px; height: 15px;" type="button" value="▼"/>	
<input type="button" value="Submit"/>		

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NEW RAW MATERIAL APPROVAL FORM	
SD-QMR-FC-519 Rev No : 0	
<b>Name</b> <input type="text" value="Lin Sie Yau"/> <b>Department</b> <input type="text" value="Cogen Dept"/> <b>New Material</b> <input style="width: 100px;" type="text" value="Chemical"/> <b>New Material Name</b> <input type="text" value="Chemical ABCD"/> <b>Supplier</b> <input style="width: 100px;" type="text" value="Existing"/> <b>Supplier Code/Name</b> <input style="width: 200px;" type="text" value="ARAKAWA CHEMICAL VIETNAM CO., LTD"/> <b>Supplier Email</b> <input type="text" value="sales@arakawachem.vn"/> <b>Purpose</b> <input type="text" value="Testing"/> <b>Date</b> <input type="text" value="07/02/2025"/>	<input type="button" value="Submit"/>

h. If select “Virgin Pulp”, please fill in → New Material Name: Code and name

NEW RAW MATERIAL APPROVAL FORM	
SD-QMR-FC-519 Rev No : 0	
<b>Name</b> <input type="text" value="Lin Sie Yau"/> <b>Department</b> <input type="text" value="Procurement Dept"/> <b>New Material</b> <input style="width: 100px;" type="text" value="Virgin Pulp"/> <b>New Material Name</b> <input style="width: 200px;" type="text" value="Code : Pulp ABCD"/> <b>Supplier</b> <input style="width: 100px;" type="text" value="Fill Up Virgin Pulp Information:"/> <b>Pulp Mill Name</b> <input type="text"/> <b>Country/Forest of Harvesting</b> <input type="text"/> <b>Pulp Type</b> <input type="text"/> <b>Tree Species</b> <input type="text"/> <b>FSC License Code</b> <input type="text"/> <b>Supplier Email</b> <input type="text"/> <b>Purpose</b> <input type="text"/> <b>Date</b> <input type="text" value="10/11/2024"/>	<input type="button" value="Submit"/>

i. If select “New” Supplier, please fill in → Supplier Code, Supplier Name, Virgin Pulp Information, Supplier Email, and Purpose.

Please click on “Submit” upon completion.

NEW RAW MATERIAL APPROVAL FORM	
SD-QMR-FC-519 Rev No : 0	
<b>Name</b> <input type="text" value="Lin Sie Yau"/> <b>Department</b> <input type="text" value="Procurement Dept"/> <b>New Material</b> <input style="width: 100px;" type="text" value="Virgin Pulp"/> <b>New Material Name</b> <input style="width: 200px;" type="text" value="Code : Pulp ABCD"/> <b>Supplier</b> <input style="width: 100px;" type="text" value="New"/> <b>Supplier Code</b> <input type="text" value="CDEF"/> <b>Supplier Name</b> <input type="text" value="Supplier CDEF"/> <b>Fill Up Virgin Pulp Information:</b> <b>Pulp Mill Name</b> <input type="text" value="CDEF Mill"/> <b>Country/Forest of Harvesting</b> <input type="text" value="Malaysia"/> <b>Pulp Type</b> <input type="text" value="Unbleached Softwood Kraft Pulp"/> <b>Tree Species</b> <input type="text" value="Radiata D Don (Pinus Radiata)"/> <b>FSC License Code</b> <input type="text" value="FSC-XXXXXX"/> <b>Supplier Email</b> <input type="text" value="syin@gspp.com.my"/> <b>Purpose</b> <input type="text" value="Testing"/> <b>Date</b> <input type="text" value="10/11/2024"/>	<input type="button" value="Submit"/>

j. If select “Existing” Supplier, please select supplier from the Supplier Code / Name list. Virgin Pulp Information and Supplier Email auto appear.

Next, please fill in → Purpose.

Please click on “Submit” upon completion.

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NEW RAW MATERIAL APPROVAL FORM	
SD-QMR-FC-519 Rev No : 0	
<b>Name</b>	Lin Sie Yau
<b>Department</b>	Procurement Dept
<b>New Material</b>	Virgin Pulp <input type="button" value="▼"/>
<b>New Material Name</b>	Code : Pulp ABCD Name : Pulp ABCD
<b>Supplier</b>	Existing <input type="button" value="▼"/>
<b>Supplier Code/Name</b>	— Please Select— <input type="button" value="▼"/>
<b>Fill Up Virgin Pulp Information:</b>	— Please Select—
<b>Pulp Mill Name</b>	Oji Fibre Solutions (NZ) Ltd
<b>Country/Forest of Harvesting</b>	
<b>Pulp Type</b>	
<b>Tree Species</b>	
<b>FSC License Codeb</b>	
<b>Supplier Email</b>	
<b>Purpose</b>	
<b>Date</b>	12/11/2024
<input type="button" value="Submit"/>	

NEW RAW MATERIAL APPROVAL FORM	
SD-QMR-FC-519 Rev No : 0	
<b>Name</b>	Lin Sie Yau
<b>Department</b>	Procurement Dept
<b>New Material</b>	Virgin Pulp <input type="button" value="▼"/>
<b>New Material Name</b>	Code : Pulp ABCD Name : Pulp ABCD
<b>Supplier</b>	Existing <input type="button" value="▼"/>
<b>Supplier Code/Name</b>	Oji Fibre Solutions (NZ) Ltd <input type="button" value="▼"/>
<b>Fill Up Virgin Pulp Information:</b>	
<b>Pulp Mill Name</b>	Oji Fibre Solutions (NZ) Ltd
<b>Country/Forest of Harvesting</b>	New Zealand
<b>Pulp Type</b>	Unbleached Softwood Kraft Pulp
<b>Tree Species</b>	Radiata D Don (Pinus Radiata)
<b>FSC License Codeb</b>	FSC-C016539
<b>Supplier Email</b>	Ian.West@ojifs.com
<b>Purpose</b>	Testing
<b>Date</b>	12/11/2024
<input type="button" value="Submit"/>	

k. After submission of the new material approval form by the department user, system will automatically email to respective supplier (followed the email inserted) to fill in the online survey declaration.

<p>Dear Suppliers,</p> <p>In order to comply with our customer requirements, we would like request your support and cooperation to declare the product safety related substances compliance status for the product supplied</p> <p>Please <a href="#">CLICK HERE</a>, to access and fill up the declaration form.</p> <p>Your account details as below:</p> <p>Login ID: ABCD</p> <p>Password: ABCD</p> <p>We are looking forward to hear from you and truly appreciate for your support.</p> <p>*** This email notification is an auto-generated message by the system. Please do not reply this email.***  *** Any inquiry please contact Mr. Ang (<a href="mailto:ayang@gspp.com.my">ayang@gspp.com.my</a>) or Ms. Nang (<a href="mailto:cynang@gspp.com.my">cynang@gspp.com.my</a>) ***</p>
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I. Supplier login to the system at <https://www.gspp.com.my/pms/login.asp> by using their assigned login ID and password. After login, click on “Open” to fill in Controlled Substances Survey Form.

Logged on : ABCD		Home	Admin	Master	Transaction	Raw Material	Report	Logout
<b>Welcome: Supplier ABCD (SUPP)!</b> <b>Survey Listing</b> Year : <b>2024</b>								
Year	Product Code	Product Type	Title	Status	Attachment			
2024	Chemical ABCD	Chemical	Yearly Declaration	OPEN				

m. Supplier fill in the Controlled Substances Survey Form:

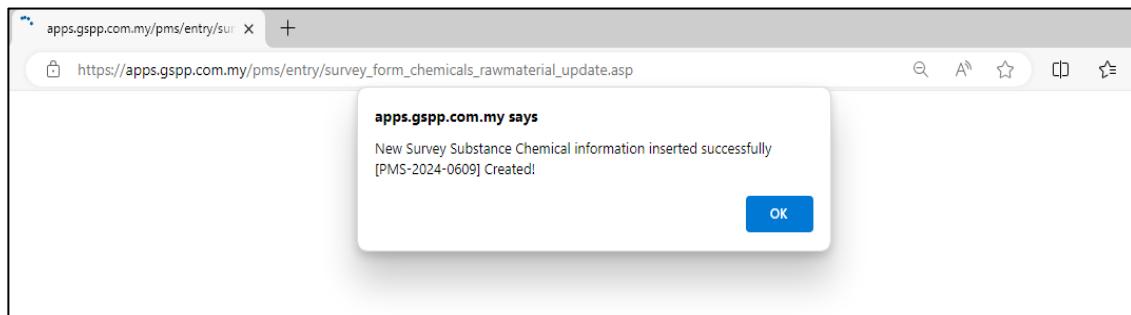
- Company Address, Contact Person, Contact No.
- Declare for the product whether contains substances listed in the regulation
- Survey Respond PIC Name, Designation & Signature.

Please click on “Confirm” upon completion.

CONTROLLED SUBSTANCES SURVEY FORM		SD-QMR-FC-512 Rev No : 0
Year : <b>2024</b> <small>This survey form is to clarify the question on Internal Laws &amp; Regulations on regulated chemical substances used by GSPP</small>		
Supplier / Agent	Supplier ABCD	
Company Address		
Contact Person		
Contact No.		
Product Supplier / (Trade / Product Name)	Chemical ABCD-Chemical ABCD	
<b>List Of Regulation (Click on Each Regulation to See the List of Concerned Substances)</b>		
1 Poisons Act 1952 and Regulations Please declare if substance(s) is poison (stated in Part II Poisons of First Schedule). <small>Regulation Link 1</small>	<input type="radio"/> Yes <input type="radio"/> No	
2 Dangerous Drugs Act 1952 and Regulations <small>Regulation Link 1</small>	<input type="radio"/> Yes <input type="radio"/> No	
3 Packaging & Packaging Waste Directive (Directive 94/62/EC) - Article 11 <small>Regulation Link 1</small>	<input type="radio"/> Yes <input type="radio"/> No	
4 Safe Drinking Water and Toxic Enforcement Act of 1986 (California Proposition 65) <small>Regulation Link 1</small>	<input type="radio"/> Yes <input type="radio"/> No	
5 Stockholm Convention and Persistent Organic Pollutants (POPs) Annex A, B & C <small>Regulation Link 1</small>	<input type="radio"/> Yes <input type="radio"/> No	
6 Stockholm Convention - The Prior Informed Consent PIC Regulation Annex I, III & V (PIC, Regulation (EU) 649/2012) <small>Regulation Link 2</small>	<input type="radio"/> Yes <input type="radio"/> No	
7 International Electrotechnical Commission Declarable Substance Groups and Declarable Substances (IEC 62474) <small>Regulation Link 1</small>	<input type="radio"/> Yes <input type="radio"/> No	
8 Classification, Labelling and Packaging (CLP) Regulation (EC 1272/2008) Annex VI (CMR 1.2) <small>Regulation Link 1</small>	<input type="radio"/> Yes <input type="radio"/> No	
9 Global Automotive Declarable Substance List (GADSL) <small>Regulation Link 1</small>	<input type="radio"/> Yes <input type="radio"/> No	
10 EU Conflict Minerals Regulation 2017 <small>Regulation Link 1</small>	<input type="radio"/> Yes <input type="radio"/> No	
11 Persistent, bioaccumulative and toxic (PBT) and very persistent and very bioaccumulative (vPvB) substances Summary Fact Sheets <small>Regulation Link 1</small>	<input type="radio"/> Yes <input type="radio"/> No	
12 REACH 3 (Directive 2015/863) <small>Regulation Link 1</small>	<input type="radio"/> Yes <input type="radio"/> No	
13 (JP) Chemical Substances Control Law : Class I Specified Chemical Substances <small>Regulation Link 1</small>	<input type="radio"/> Yes <input type="radio"/> No	
14 The Toxic Substance Control Act (TSCA) <small>Decree of April 13, 2022, specifying the substances contained in mineral oils whose use is prohibited on packaging and for printing intended for the public (Official Journal of the French Republic, Number 102, May 3, 2022)</small> <small>Regulation Link 1</small>	<input type="radio"/> Yes <input type="radio"/> No	
15 Occupational Safety and Health (Use and Standards of Exposure of Chemicals Hazardous to Health) Regulations 2000 <small>Regulation Link 1</small>	<input type="radio"/> Yes <input type="radio"/> No	
16 Occupational Safety and Health (Classification, Labelling and Safety Data Sheet of Hazardous Chemicals) Regulations 2013 <small>Regulation Link 1</small>	<input type="radio"/> Yes <input type="radio"/> No	
17 EU REACH: Authorization list (REACH Annex XIV) <small>Regulation Link 1</small>	<input type="radio"/> Yes <input type="radio"/> No	
18 EU REACH: Candidate List of Substances of Very High Concern (SVHC) for Authorization <small>Regulation Link 1</small>	<input type="radio"/> Yes <input type="radio"/> No	
19 EU REACH: Restricted Substances List (REACH Annex XVII) <small>Regulation Link 1</small>	<input type="radio"/> Yes <input type="radio"/> No	
20 EU REACH: Restricted Substances List (REACH Annex XVII) <small>Regulation Link 1</small>	<input type="radio"/> Yes <input type="radio"/> No	
<b>Survey Respond By</b> Name : ABCD Designation :  Signature : <small>Clear Signature</small>		
<input type="button" value="Confirm"/>		

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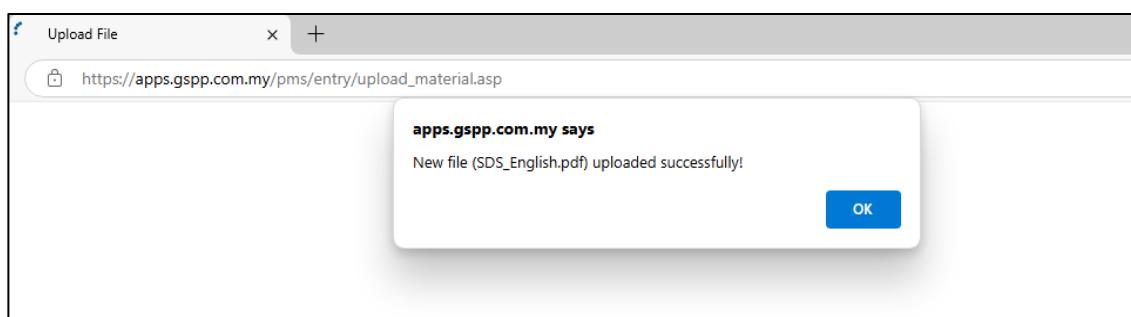
n. Upon successful submission, system will directed to the page of “New Survey Substance Chemical information inserted successfully”. Click on “Ok”.



o. After that, supplier will be directed to the page to upload attachment of safety data sheet. For the chemical supplier, must attach safety data sheet in English and Malay version (two documents) before click “Upload”.

Description :	<input type="text" value="PMS-2024-0609"/>	
Safety Data Sheet :	English Version: <input type="button" value="Choose File"/> No file chosen	Malay Version: <input type="button" value="Choose File"/> No file chosen
<input type="button" value="Upload"/>		

p. Upon successful upload, system will directed to the page of “New file (SDS) uploaded successfully”. Click on “Ok”.

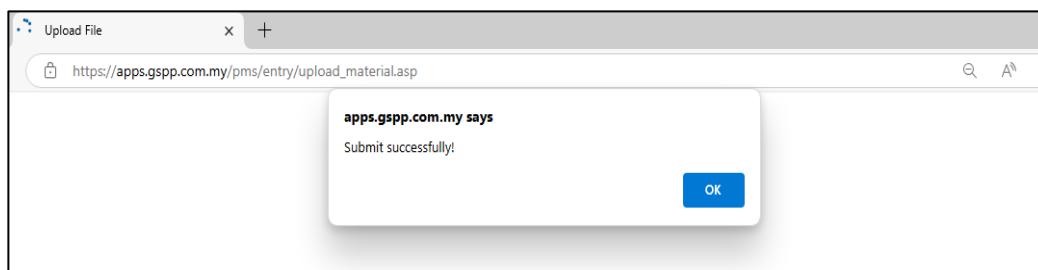


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q. For the virgin pulp supplier, can click “Skip & Submit if the safety data sheet is not applicable.

Description :	PMS-2025-0173	
		Safety Data Sheet : English Version: <input type="button" value="Choose File"/> No file chosen      Malay Version: <input type="button" value="Choose File"/> No file chosen
<input type="button" value="Upload"/> <input type="button" value="Skip &amp; Submit"/>		

↑  
If no applicable, click for “Skip & Submit”



r. For chemical supplier, if forget to upload the attachment, in Main Page, “Attachment” will appear as “Please Attach Data Sheet” and new material submission status will be pending at supplier until supplier upload the attachment.

Welcome: TestC (SUPP)!					
Survey Listing					
Year : 2025					
Year	Product Code	Product Type	Title	Status	Attachment
2025	TestC	Chemical	Yearly Declaration	PENDING	<a href="#">Please Attach Safety Data Sheet</a>

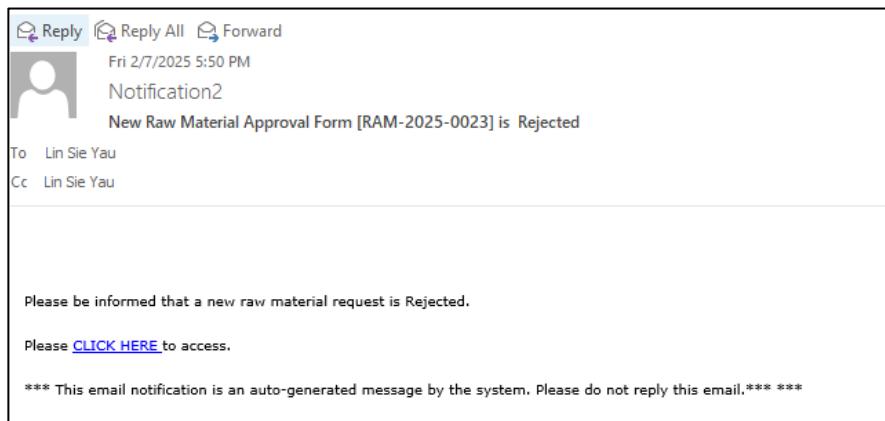
s. After attached the safety data sheet, it will be directed to TQD department for review.

Welcome: Supplier ABCD (SUPP)!					
Survey Listing					
Year : 2024					
Year	Product Code	Product Type	Title	Status	Attachment
2024	Chemical ABCD	Chemical	Yearly Declaration	CLOSED	

t. The request will be reviewed by TQD department and final approve by respective department General Manager / Senior General Manager. When the application was rejected or approved, system will notify the user by email.

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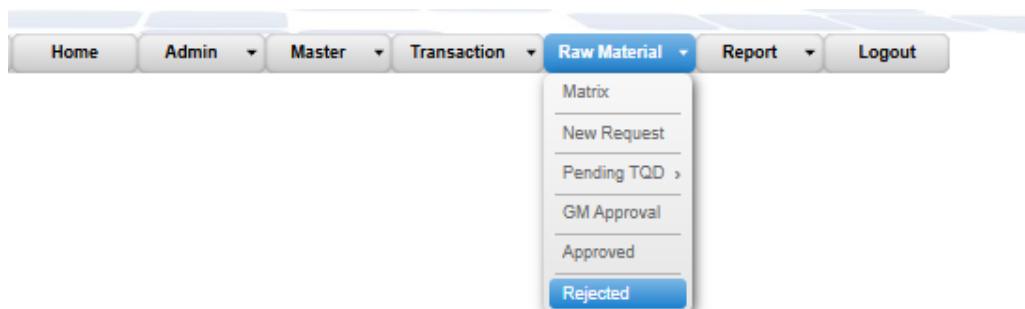
u. If the application is rejected, user will receive email notification.



v. User have to have to click the link in the email to log in to PMS to edit and re-submit the rejected form.

NEW RAW MATERIAL APPROVAL FORM	
RMM-AF-001 Rev No : 1	
<b>1. Request By</b>	
Name	Lin Sie Yau
Department	TQD Dept
New Material	Chemical
New Material Name	Code : chem1113 Name : chem1113
Supplier Name	chem1113
Supplier Email	sylin@g spp.com.my
Purpose	Testing
Date	13/02/2025
<b>2. TQD Department Check</b>	
a. SDS Availability	<input type="radio"/> Yes <input checked="" type="radio"/> No
SDS Remarks	
b. Controlled Substances Survey Form availability	<input type="radio"/> Yes <input checked="" type="radio"/> No
Survey Remarks	
<b>3. Recommendations by TQD HOD</b>	
Recommended	<input type="radio"/> Yes <input checked="" type="radio"/> No
Remark :	
Reject Reason	Testing
<input type="button" value="Re-Submit"/>	

This also can be view and resubmit through the “Rejected” Page.



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w. After the user re-submit the form, system will automatically send back the email to the supplier to fill in the online survey declaration. Repeat the step from (l) to (t).

Dear Suppliers,

In order to comply with our customer requirements, we would like request your support and cooperation to declare the product safety related substances compliance status for the product supplied and also attach document safety data sheet

Please [CLICK HERE](#), to access and fill up the declaration form.

Your account details as below:

Login ID: chem1114

Password: chem1114

We are looking forward to hear from you and truly appreciate for your support.

\*\*\* This email notification is an auto-generated message by the system. Please do not reply this email.\*\*\*  
\*\*\* Any inquiry please contact Mr. Ang ([qyang@qspp.com.my](mailto:qyang@qspp.com.my)) or Ms. Nang ([cynang@qspp.com.my](mailto:cynang@qspp.com.my)) \*\*\*