

**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 Management System x +

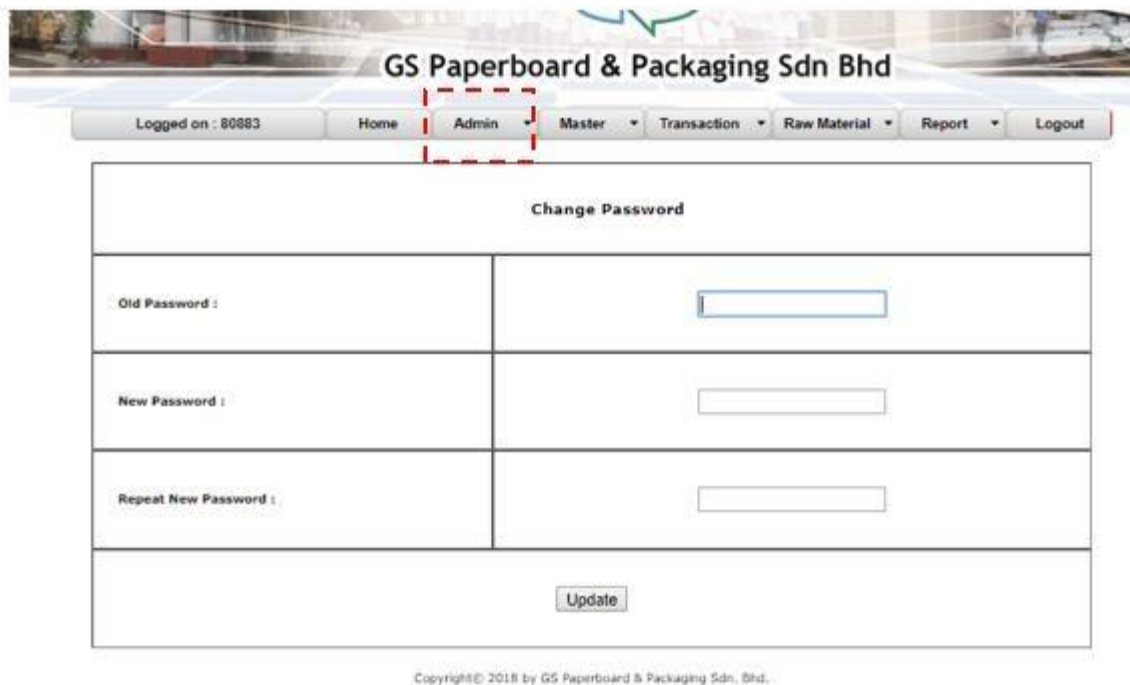
← → ↻ https://www.gspp.com.my/pms/login.asp

**PRODUCT SAFETY MANAGEMENT SYSTEM**

**Raw Material Information Centre**

Login ID :

Password :



GS Paperboard & Packaging Sdn Bhd

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

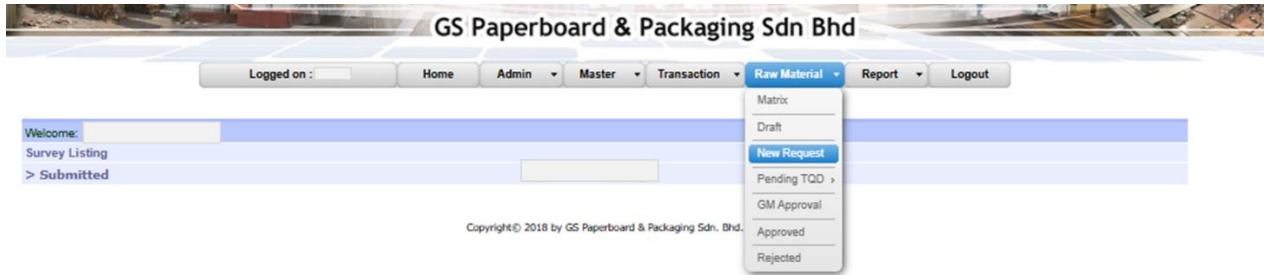
**Change Password**

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

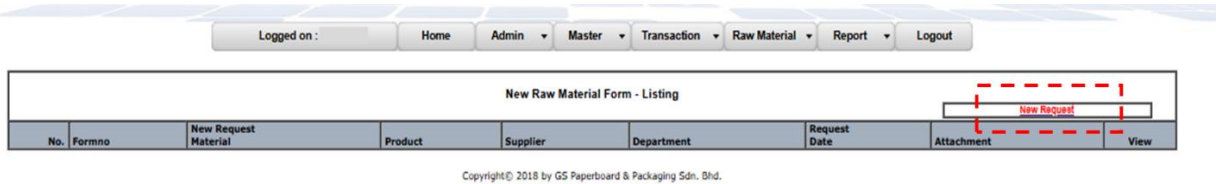
Copyright© 2018 by GS Paperboard & Packaging Sdn, Bhd.

## GS Paperboard & Packaging Sdn Bhd

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



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



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

NEW RAW MATERIAL APPROVAL FORM		SD-QMR-FC-519 Rev No : 0
Name	Lin Sie Yau	
Department	PM1 Chemical Dept	
New Material	--Please Select--	
Supplier Email		
Purpose	Chemical	
Date	10/11/2024	
Submit		

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

NEW RAW MATERIAL APPROVAL FORM		SD-QMR-FC-519 Rev No : 0
Name	Lin Sie Yau	
Department	PM1 Chemical Dept	
New Material	Chemical	
New Material Name	Code : Name : Product Type : -- Show ALL --	
Supplier		
Supplier Email		
Purpose		
Date	07/02/2025	
Submit		

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

NEW RAW MATERIAL APPROVAL FORM		SD-QMR-FC-519 Rev No : 0
Name	Lin Sie Yau	
Department	PM1 Chemical Dept	
New Material	Chemical	
New Material Name	Code : Chemical ABCD Name : Chemical ABCD Product Type : -- Show ALL --	
Supplier	--Please Select--	
Supplier Email		
Purpose	WWTP	
Date	05/02/2025	
Submit		

## GS Paperboard & Packaging Sdn Bhd

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

NEW RAW MATERIAL APPROVAL FORM		SD-QMR-FC-519 Rev No : 0
Name	Lin Sie Yau	
Department	PM1 Chemical Dept	
New Material	Chemical	
New Material Name	Code	Chemical ABCD
	Name	Chemical ABCD
	Product Type	Chemical
Supplier	--Please Select--	
Supplier Email	--Please Select--	
Purpose	New	
Date	Existing	
<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		SD-QMR-FC-519 Rev No : 0
Name	Lin Sie Yau	
Department	PM1 Chemical Dept	
New Material	Chemical	
New Material Name	Code	Chemical ABCD
	Name	Chemical ABCD
	Product Type	Chemical
Supplier	New	
Supplier Code	Supplier ABCD	
Supplier Name	Supplier ABCD	
Supplier Email	sylin@gsp.com.my	
Purpose	Testing	
Date	07/02/2025	
<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.

AW MATERIAL APPROVA x +

apps.gsp.com.my/pms/rawmat/request\_add.asp?su

Logged on : 81029

-- Please Select--  
Actifchem Sdn Bhd  
Akashichem Sdn Bhd  
Amazon Papyrus (M) Sdn Bhd  
AMAZON PAPYRUS CHEMICALS LIMITED  
Antik Sempurna Sdn Bhd  
ARAKAWA CHEMICAL INDUSTRIES, LTD  
ARAKAWA CHEMICAL VIETNAM CO., LTD  
ARCHROMA SINGAPORE PTE LTD  
Bio Enviro Industries Sdn Bhd  
Chemical 1111  
Chemindus Sdn Bhd  
Compact Energy Sdn Bhd  
Geo De Chem Sdn Bhd  
GUANGDONG LIANGSHI INDUSTRIAL MATERIAL CO LTD  
Hach Malaysia Sdn Bhd  
Henkel (Malaysia) Sdn Bhd  
Ingredion (Thailand) Co., Ltd.

NEW RAW MATERIAL APPROVAL FORM		SD-QMR-FC-519 Rev No : 0
Name		
Department		
New Material		
New Material Name	Code	
	Name	
	Product Type	
Supplier	Supplier ABCD	
Supplier Code/Name	Supplier ABCD	
Supplier Email	sylin@gsp.com.my	
Purpose	Testing	
Date	07/02/2025	
<input type="button" value="Submit"/>		

## GS Paperboard & Packaging Sdn Bhd

NEW RAW MATERIAL APPROVAL FORM		SD-QMR-FC-519 Rev No : 0
Name	Lin Sie Yau	
Department	Cogen Dept	
New Material	Chemical	
New Material Name	Code : Chemical ABCD Name : Chemical ABCD Product Type : Chemical	
Supplier	Existing	
Supplier Code/Name	ARAKAWA CHEMICAL VIETNAM CO., LTD	
Supplier Email	sales@arakawachem.vn	
Purpose	Testing	
Date	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
Name	Lin Sie Yau	
Department	Procurement Dept	
New Material	Virgin Pulp	
New Material Name	Code : Name :	
Supplier	New	
Fill Up Virgin Pulp Information:		
Pulp Mill Name		
Country/Forest of Harvesting		
Pulp Type		
Tree Species		
FSC License Codeb		
Supplier Email		
Purpose		
Date	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
Name	Lin Sie Yau	
Department	Procurement Dept	
New Material	Virgin Pulp	
New Material Name	Code : Pulp ABCD Name : Pulp ABCD	
Supplier	New	
Supplier Code	CDEF	
Supplier Name	Supplier CDEF	
Fill Up Virgin Pulp Information:		
Pulp Mill Name	CDEF Mill	
Country/Forest of Harvesting	Malaysia	
Pulp Type	Unbleached Softwood Kraft Pulp	
Tree Species	Radiata D Don (Pinus Radiata)	
FSC License Codeb	FSC-XXXXXX	
Supplier Email	sylin@gspp.com.my	
Purpose	Testing	
Date	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.

## GS Paperboard & Packaging Sdn Bhd

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

NEW RAW MATERIAL APPROVAL FORM		SD-QMR-FC-519 Rev No : 0
Name	Lin Sie Yau	
Department	Procurement Dept	
New Material	Virgin Pulp	
New Material Name	Code : Pulp ABCD Name : Pulp ABCD	
Supplier	Existing	
Supplier Code/Name	Oji Fibre Solutions (NZ) Ltd	
Fill Up Virgin Pulp Information:		
Pulp Mill Name	Oji Fibre Solutions (NZ) Ltd	
Country/Forest of Harvesting	New Zealand	
Pulp Type	Unbleached Softwood Kraft Pulp	
Tree Species	Radiata D Don (Pinus Radiata)	
FSC License Codeb	FSC-C016539	
Supplier Email	Ian.West@ojifs.com	
Purpose	Testing	
Date	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 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:qvanq@qspp.com.my">qvanq@qspp.com.my</a>) or Ms. Nang (<a href="mailto:cynang@qspp.com.my">cynang@qspp.com.my</a>) ***</p>
--

## GS Paperboard & Packaging Sdn Bhd

- l. 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

Welcome: Supplier ABCD (SUPP)

Survey Listing

Year : 2024

Year	Product Code	Product Type	Title	Status	Attachment
2024	Chemical ABCD	Chemical	Yearly Declaration	<a href="#">OPEN</a>	

- 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-012  
Rev No : 0

Year : 2024

This survey form is to clarify the question on Internal Laws & Regulations on regulated chemical substances used by GSPP

Supplier/ Agent	Supplier ABCD	
Company Address		
Contact Person		
Contact No.		
Product Supplier (Trade / Product Name)	Chemical ABCD-Chemical ABCD	

No.	List Of Regulation (Click on Each Regulation to See the List of Concerned Substances)	Product Supplier Contains Substances Listed in the Regulation (Yes/No)
1	Poisons Act 1952 and Regulations Please declare if substance(s) is poison (stated in Part II Poison of First Schedule). <a href="#">Regulation Link 1</a>	<input type="radio"/> Yes <input type="radio"/> No
2	Dangerous Drugs Act 1952 and Regulations <a href="#">Regulation Link 1</a>	<input type="radio"/> Yes <input type="radio"/> No
3	Packaging & Packaging Waste Directive (Directive 94/62/EC) - Article 11 <a href="#">Regulation Link 1</a>	<input type="radio"/> Yes <input type="radio"/> No
4	Safe Drinking Water and Toxic Enforcement Act of 1986 (California Proposition 65) <a href="#">Regulation Link 1</a>	<input type="radio"/> Yes <input type="radio"/> No
5	Stockholm Convention and Persistent Organic Pollutants (POPs) Annex A, B & C <a href="#">Regulation Link 1</a>	<input type="radio"/> Yes <input type="radio"/> No
6	Rotterdam Convention - The Prior Informed Consent (PIC) Regulation Annex I, III & V (PIC, Regulation (EU) 649/2012) <a href="#">Regulation Link 1</a>	<input type="radio"/> Yes <input type="radio"/> No
7	International Electrotechnical Commission Declarable Substance Groups and Declarable Substances (IEC 62474) <a href="#">Regulation Link 1</a>	<input type="radio"/> Yes <input type="radio"/> No
8	Classification, Labelling and Packaging (CLP) Regulation (EC 1272/2008) Annex VI (CMR 1.2) <a href="#">Regulation Link 1</a>	<input type="radio"/> Yes <input type="radio"/> No
9	Global Automotive Declarable Substance List (GADSL) <a href="#">Regulation Link 1</a>	<input type="radio"/> Yes <input type="radio"/> No
10	EU Conflict Minerals Regulation 2017 <a href="#">Regulation Link 1</a>	<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 <a href="#">Regulation Link 1</a>	<input type="radio"/> Yes <input type="radio"/> No
12	RendS 3 (Directive 2015/863) <a href="#">Regulation Link 1</a>	<input type="radio"/> Yes <input type="radio"/> No
13	(JP) Chemical Substances Control Law : Class I Specified Chemical Substances <a href="#">Regulation Link 1</a>	<input type="radio"/> Yes <input type="radio"/> No
14	The Toxic Substances Control Act (TSCA) <a href="#">Regulation Link 1</a>	<input type="radio"/> Yes <input type="radio"/> No
15	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) <a href="#">Regulation Link 1</a>	<input type="radio"/> Yes <input type="radio"/> No
16	Occupational Safety and Health (Use and Standards of Exposure of Chemicals Hazardous to Health) Regulations 2000 <a href="#">Regulation Link 1</a>	<input type="radio"/> Yes <input type="radio"/> No
17	Occupational Safety and Health (Classification, Labelling and Safety Data Sheet of Hazardous Chemicals) Regulations 2013 <a href="#">Regulation Link 1</a>	<input type="radio"/> Yes <input type="radio"/> No
18	EU REACH Authorization list (REACH Annex XIV) <a href="#">Regulation Link 1</a>	<input type="radio"/> Yes <input type="radio"/> No
19	EU REACH Candidate List of Substances of Very High Concern (SVHC) for Authorization <a href="#">Regulation Link 1</a>	<input type="radio"/> Yes <input type="radio"/> No
20	EU REACH Restricted Substances List (REACH Annex XVII) <a href="#">Regulation Link 1</a>	<input type="radio"/> Yes <input type="radio"/> No

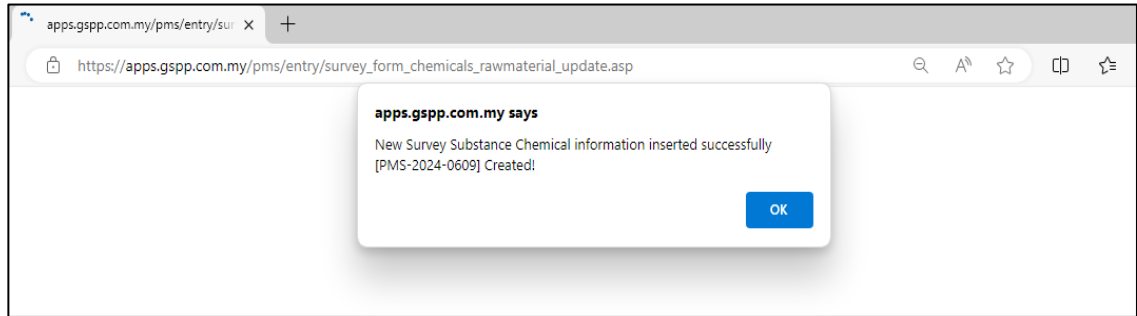
Survey Respond By	ABCD	
Name		
Designation		
Signature	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>	

[Clear Signature]

[Confirm]

## GS Paperboard & Packaging Sdn Bhd

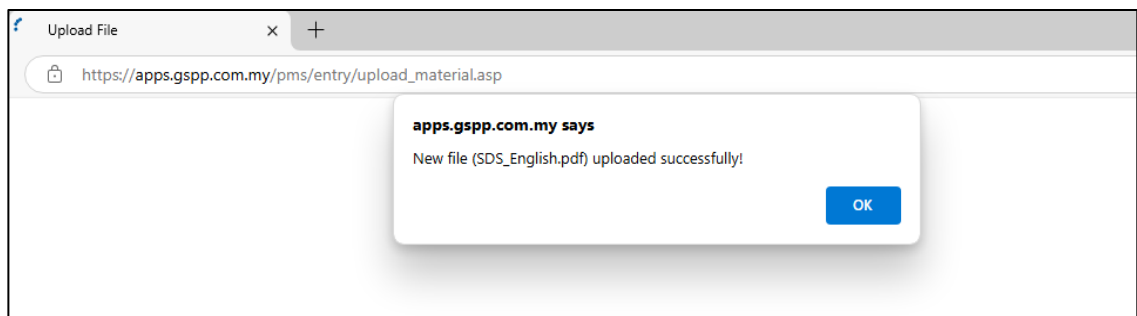
- n. Upon successful submission, system will directed to the page of “New Survey Substance Chemical information inserted successfully”. Click on “OK”.



- 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-2024-0808"/>
Safety Data Sheet :	<div>English Version: <input type="button" value="Choose File"/> No file chosen</div> <div>Malay Version: <input type="button" value="Choose File"/> No file chosen</div>
<div><input type="button" value="Upload"/></div>	

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

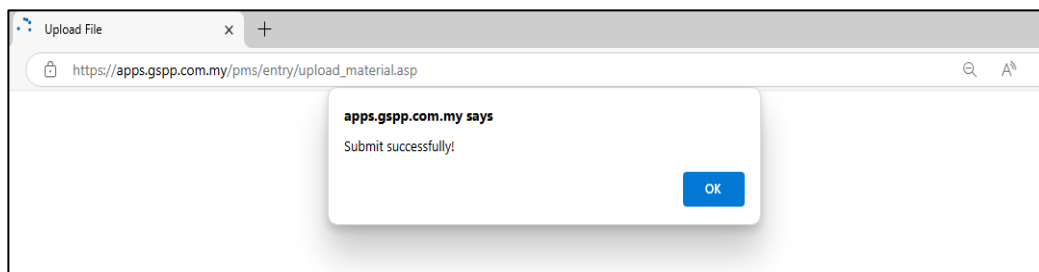


## GS Paperboard & Packaging Sdn Bhd

- 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 :	<div>English Version: <input type="button" value="Choose File"/> No file chosen</div> <div>Malay Version: <input type="button" value="Choose File"/> No file chosen</div>
<div> <input type="button" value="Upload"/> <input type="button" value="Skip &amp; Submit"/> </div>	


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>

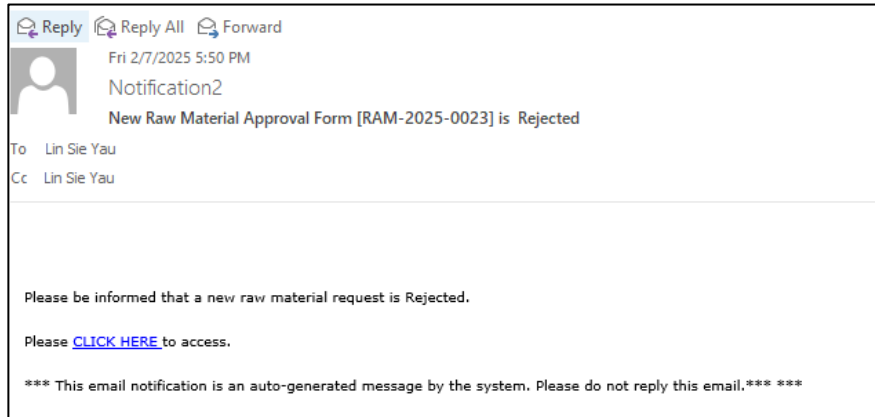
- s. After attached the safety data sheet, it will be directed to TQD department for review.

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.

## GS Paperboard & Packaging Sdn Bhd

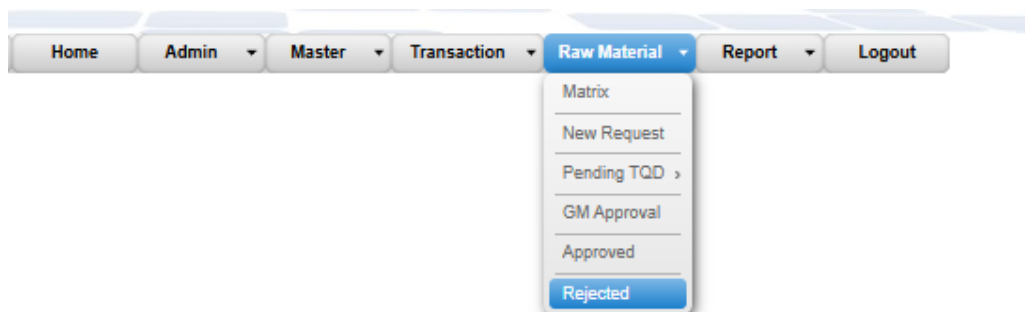
- u. If the application is rejected, user will receive email notification.



- 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	sylvia@gsp.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.



## GS Paperboard & Packaging Sdn Bhd

- 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)) \*\*\*