

<b>SGS</b>	<b>OPERATION</b>	<b>Type:</b>	Document
		<b>Reference:</b>	P-OPS.08
<b>User Guide to SGSonSITE eCertification</b>		<b>Issue n°:</b>	3
		<b>Issue date:</b>	07.06.2012
		<b>Author:</b>	Eleonor Tolete
		<b>Approver:</b>	L. REFRAN
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# ***SGSonSITE User Guide*** ***eCertificate*** Version 3.0

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## What is **SGSonSITE**?

**SGSonSITE** provides a platform for issuing electronic certificates and reports (eCertificates and eReports, or collectively, eDocuments), which are then accessible, downloadable, and printable by authorized clients. The eDocument platform provides more efficient and economical distribution of documents and expedites the trade transaction. It serves as a repository of both eReports and eCertificates that can be accessed by clients quickly and securely.

**SGSonSITE** is widely used by most, if not all, in SGS Business Lines and is accessible at the following URL: <http://www.sgs.com/en/Our-Company/Online-Services.aspx>

### Using this User's Guide

This user's guide includes task related information to help you use **SGSonSITE** as easy as possible.

#### 1.1 Tips, Notes and Cautions

This manual uses tips, notes and cautions shown in the left margin and is easy to recognize.



**Tip**

*Information to make the task easier*



**Note**

*Important information about the current topic*



**Caution**

*Warns you of potential problems or concerns*

#### 1.2 Screen Captures

This guide includes the actual screen shots of all the pages of **SGSonSITE**. The intention is to help you familiarize with all the pages just like navigating the web site.

#### 1.3 Moving through SGMsonSITE

Moving through the **SGSonSITE** is like moving through any other Windows program. You can use your mouse to point and click or you can use the Tab key to move from field to field.



**Note**

*Moving from field to field using the Tab Key is only possible if you are using an Internet Explorer Browser*

#### 1.4 Contacting

If you need help and this User Guide has not provided an answer to your query, you may contact the **SGSonSITE** Support Team:

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**SGSonSITE  
Support Team**

**Customer Care Representatives**

Email: [customercare@sgs.com](mailto:customercare@sgs.com)  
Phone: (632) 755 7417  
24/7 service from Monday to Sunday

**Project Manager**

Email: [Luisa.Refran@sgs.com](mailto:Luisa.Refran@sgs.com)

**Business Analyst**

[Marinella.Bacsal@sgs.com](mailto:Marinella.Bacsal@sgs.com)

Phone: (63 2) 755.7428 / +63 9175587031

Web: [www.sgsonsite.sgs.com](http://www.sgsonsite.sgs.com)

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## Introducing *eCertificates*

### 2.1 Background

Agri has developed a solution, eCertificate or e-Cert that allows recipients of an electronic version of Agri's final reports (Certificates) to verify via the Web that the eCertificate has indeed been issued by SGS and that it is identical to the report originally issued by SGS.

For various reasons, notably of security, performance and homogeneity, Agri has decided to try and leverage **SGSonSITE**, the Web Front-Office system of SGS, for its eCertificate solution. After investigation of various options, it was decided that migrating the eCertificate solution from its current technology to **SGSonSITE**'s was the best option. This migration has recently become quite critical for Agri. Although these authentication capabilities are especially important in the case of Agri where the eCertificate is used by banks to release funds, the authentication of eReports is of interest to all SGS sectors. Originally for Agri, SGSonSITE is now widely used across business sectors for both eCertificates and ereports.

The current structure of SGS, consisting of 10 business segments operating across 10 geographical regions, was formed in 2001. From our beginnings in 1878 as a grain inspection house, we have steadily grown into our role as the industry leader. We have done this through continual improvement and innovation and through supporting our customers' operations by reducing risk and improving productivity.

### 2.2 eCertification Process

- **eCertification through Workflow.** This is the type of eCertification where eCertificates will be created by SGS using templates in the application. After the approval (if necessary), the approved certificates then will be sent to the External Parties. This process of eCertification is used by **AGRI, COTTON, CTS, SSC, OGC, Industrial** and **MINERALS** Business Lines.

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## 2.3 Role Description

Roles are assigned to SGS staff, users or clients who are directly or indirectly involved in the eCertification process.

The table below shows Roles Description:

- Creator**                      A SGS User who creates or amends the draft Certificate.
- Final Approver**              An approver who approves or amends the Certificate. Users having this role are the only ones that can Cancel an eCertificates.
- Principal**                      An external party contact that is notified once an eReport has been eCertified.
- Third Party Contact**        An external party contact that is notified once an eReport/eCertificate has been eCertified.
- Draft Third Party Contact**    An external party contact that is indirectly involved in the draft certificate revision cycles.
- Final Third Party Contact**    An external party contact that is notified once an eReport/eCertificate has been eCertified.

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## eCertification

eCertification is now used by **Agri, Minerals, CTS, IND, SSC, COTTON and OGC Sectors**. This is when the Sector's Final Reports (Certificates) are created on SGSonSITE ePlatform to become an eCertificate. This eCertificate will be sent to the external party contacts and allows them to eAuthenticate it at the ePlatform at anytime.

### 3.1 Access Rights

Individual roles with different access rights are assigned to an SGS User that is involved in the eCertification process. eCertification through workflow will require 2 different users (below) in order to complete the process.

- 1 user having the Creator Role
- 1 user having the Approver role

*This is in compliance with the requirements of Internal Audit that there should be a Creator and an Approver function only.*



**Note**

**Users** who have the Approver role can still create the eCertificates. HOWEVER they need to request another Approver to approve their Draft eCertificates to Final as an Approver. *(as per SGSonSITE version 3.1)*

#### 3.1.1 SGS Creator creates Draft eCertificate

If the creation of the eCertificate is initiated by the SGS Creator, the created draft eCertificate would need an approval from Final Approver, before the eCertificate becomes a final approved eCertificate.

There are two (2) possible scenarios to process an eCertificate.

##### 3.1.1.1 eCertificate requires approval from the Approver



**Note**

*In this scenario a Creator and an assigned Approver processes the eCertificate*

<u>Activity</u>	<u>Status</u>
1.1 SGS Creator creates draft eCertificate.	Draft Created
1.2 Creator requests Final approval for Draft Created	Final Approval Requested
1.3 Approver approves eCertificate	Final Approved
1.4 Approver then sends the eCertificate	Final Sent

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### 3.1.1.2

#### Two Approvers process the eCertificate



**Caution**



**Note**

In this scenario two Approvers (**Approver A and B**) processes the eCertificate. One acting as the creator and the other as an approver and vice versa.

<u>Activity</u>	<u>Status</u>
2.1 Approver A creates draft eCertificate	Draft Created
2.2 Approver A requests final approval for the Draft created from Approver B	Final Approval Requested
2.3 Approver B approves the eCertificate	Final Approved
2.4 Approver B then finalizes the Draft to Final eCertificate	Final Sent.
<p>* If Approver B creates the eCertificate, Approver A can approve and finalize the eCertificate to Final.</p>	

### 3.2

#### Getting Started

SGSonSITE uses 2 URL for all Business Sectors,

<https://sgsonsite.sgs.net/en/brochureware/sgsonsite.nsf/pages/main.jsp>  
(INTERNAL LINK)

<https://sgsonsite.sgs.com/en/brochureware/sgsonsite.nsf/pages/main.jsp>  
(EXTERNAL LINK FOR SGS Users only)

### 3.2.1

#### Starting it... Right!

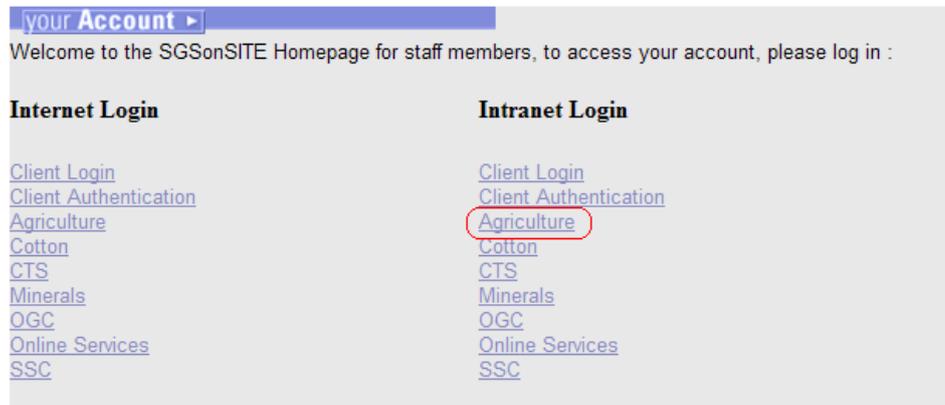
1. From your PC's desktop double click on the Internet Browser Icon.

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**2. Type the URL in the address bar.**



**3. Then choose the Business Sector**



**SGS Agricultural Services**  
 through **SGSonSITE**  
**SGS Staff Login for Open Scope Services**

**The application then displays the SGSonSITE Back Office Log-In Page.**



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### 3.2.2 Logging-In

4. Type in your **User Name** and **Password** in their appropriate fields.
5. Click on the **Login** button.
6. The application then will take you to the **SGSonSITE Back Office Staff Entry Point Page**.

### The Back Office Staff Entry Point Page

Sample Home Page Display:



#### Note

All SGS Users have the same entry point page. Although some of the functionality may not be available to some users because of Access Rights.

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### **3.3** Creating a Draft Certificate

In order to create a draft certificate, the following attributes must be specified (mandatory information).

- The Office for the Draft Template should be equal to the Office for the Final Template: selecting the SGS Location for the Draft/Final Template means selecting the template to be used when merging the different information related to the draft eCertificate. Each SGS Location that can be selected at this stage has a unique Draft/Final Template and must be visible to the Creator using SGSonSITE's visibility rules.
- The Issue Date
- The Principal Contact
- The eFindings: this is the document that contains the findings of the certificate.

### **Creating a Draft Certificate**

Associated to the Draft eCertificate there is another set of information that the Creator may provide:

- The References: the local document number, the sales file number, the execution file number, the SGSonSITE order number, the customer reference, other references (eg. vessel)
- The Draft Third Party Contacts
- Draft Notification with attachment flag.
- The Final Third Party Contacts
- Final Notification with attachment flag

If you think that you have all the mandatory information for the eCertificate, then you are now ready to create your Draft eCertificate.

### **3.3.1** Accessing the Create Draft Screen

7. From the back office entry page, the CREATOR will click on the eCertification *through Workflow* hyperlink.

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(The application then opens up the Create Draft Screen.)

### Create eCertificate

Please complete the following form. (Fields with a star are mandatory)

eCertificate Information

Office for Draft Template:	*	SGS PHILIPPINES, INC.(Agri) ▼	
Office for Final Template:	*	SGS PHILIPPINES, INC.(Agri) ▼	
Issue Date:	*	Day: 06 ▼ Month: SEP ▼ Year: 2001 ▼	

References

Sales Affiliate:	<input type="text"/>	Customer:	<input type="text"/>
Executing Affiliate:	<input type="text"/>	Other (e.g.Vessel):	<input type="text"/>
SGSonSITE Order:	<input type="text"/> <input type="button" value="Select"/>	Local Document #:	<input type="text"/>

Principal Contact

Draft Third Party Contacts

Notification with attachment:  Yes  No

Final Third Party Contacts

Notification with attachment:  Yes  No

eFindings

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**Note**

If the Office for Draft and Final Template that you needed are not available on the list, ask the administrator to upgrade your office visibility rights.

- Select the **Office for Draft Template** by clicking on the arrow down button in the Office for Draft Template drop down list. Then select the Office from the list.



- Consequently the **Office for Final Template** will adjust accordingly to match the Office for Draft Template.

- Specify the **Issue Date** by selecting the day, month and the year from the Issue Date drop down list boxes.

**3.3.2**

**Linking the eCertificate to a SGSonSITE Order**



**Tip**

This function will automatically fill in the Principal Contact Information.

If the eCertificate needs to be linked to an SGSonSITE Order:

- Click on the **Select** button beside the SGSonSITE order field.



The application then opens up the *Select SGSonSITE Order* screen.

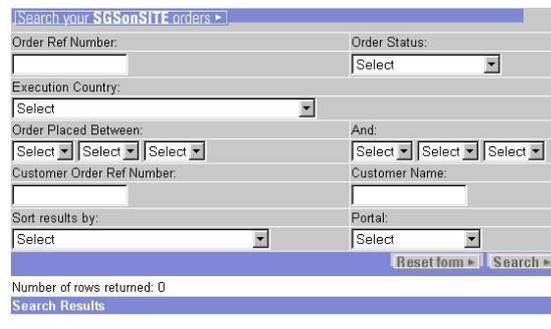
**THIS FUNCTIONALITY IS OPTIONAL**



**Note**

This screen is used to look for a SGSonSITE Order that we want to LINK to the eCertificate. However, only one Order can be selected.

**Select SGSonSITE Order**



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### 3.3.2.1 Selecting a SGSonSITE Order

On the *Select SGSonSITE Order* screen, you will notice that there are several search criteria which you can use to look for a particulate SGSonSITE order.

#### How does it work?

By supplying single information or multiple search criteria, the application will locate and display all the records in the database that matches with the search criterion you provided.

#### Example:

- 1.1 Click on the **Arrow Down** button in the **Country** drop down list, then select one country from the list.
- 1.2 Click on the **Search** button.



**Tip**

Use the Order Number as a search criteria if available, to be more specific with your search. Otherwise, supply as many search criterion as you can to narrow down the search result.

The application then displays the list of Orders for the said Country.

Search Results			
<input type="radio"/>	Order: <a href="#">1A2336014</a>	Status: <span style="color: red;">In Progress (06.09.2001)</span>	
	Customer Order Ref Number: <span style="color: red;">ph-001</span>	Customer Name: <span style="color: red;">Racho Undergarments</span>	
<input type="radio"/>	Order: <a href="#">1A2436015</a>	Status: <span style="color: red;">Order Accepted (06.09.2001)</span>	
	Customer Order Ref Number: <span style="color: red;">ph-002</span>	Customer Name: <span style="color: red;">Racho Undergarments</span>	
<input type="radio"/>	Order: <a href="#">1A2536016</a>	Status: <span style="color: red;">Order Accepted (06.09.2001)</span>	
	Customer Order Ref Number: <span style="color: red;">ph-fluid-01</span>	Customer Name: <span style="color: red;">ABC Computers</span>	
<input type="radio"/>	Order: <a href="#">1A2636017</a>	Status: <span style="color: red;">Order Accepted (06.09.2001)</span>	
	Customer Order Ref Number: <span style="color: red;">ph-fluid-02</span>	Customer Name: <span style="color: red;">ABC Computers</span>	

### 3.3.2.2 Opening the SGSonSITE Order Details

The application then opens up the SGSonSITE Order Details

<input type="radio"/>	Order: <a href="#">1A2336014</a>	Status: <span style="color: red;">In Progress (06.09.2001)</span>
	Customer Order Ref Number: <span style="color: red;">ph-001</span>	Customer Name: <span style="color: red;">Racho Undergarments</span>

### Order Detail

 [Click here to get a printer friendly version of the order](#)

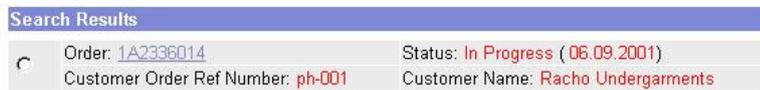
Company Information	
Company Name:	Racho Undergarments
Address:	848 Corinthian Plaza Circumferential Road
Postal / Zip Code:	1200
City:	Antipolo
State / Province:	
Country:	Philippines
Telephone Number:	632 650 3111
Fax Number:	632 650 3112
Company Email:	sales@racho.com
Web Site:	222.racho.com
Contact Information	
Title:	Mr.

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- 2.1 Close the *SGSonSITE Order Details* window by clicking on the close button. The application then goes back to the *Select SGMsonSITE Order* screen.
- 2.2 Close the *SGSonSITE Order Details* window by clicking on the close button. The application then goes back to the *Select SGMsonSITE Order* screen.

### 3.3.2.3. Selecting SGMsonSITE Order

**12. Position the mouse pointer on the *radio* button beside the SGMsonSITE Order where you want to link the eCertificate, click on the left mouse button once to select the order.**



**13. Click on the *Add* button.**



The application then closes the *Select SGMsonSITE Order* screen and returns to the *Create Draft* screen.



**Note**

Notice that the Principal Contact information is now filled with the Contact information from the SGMsonSITE Order you selected.

Enter the following information if available:

**14. Customer Name**

**15. Other Reference (e.g. Vessel)**

**16. Local Document Number**

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### 3.3.3 Selecting Draft Third Party Contacts

You might want to send a notification email to the Draft Third Party Contacts informing them that a Draft eCertificate is available and even attach the actual Draft eCertificate in the notification email.

**17. Click on the *Add* button in the Draft Third Party Contacts section.**



**Note**

*Same procedure applies if the Principal Contact needs to be selected manually.*

<b>Principal Contact (Last Name, First Name, Company)</b>			
Reyes	Ramon	Racho Undergarments	<b>Delete ▶</b>
			* <b>Add ▶</b>
<b>Draft Third Party Contacts</b>			
Notification with attachment: <input type="radio"/> Yes <input checked="" type="radio"/> No			<b>Add ▶</b>
<b>Final Third Party Contacts</b>			
Notification with attachment: <input type="radio"/> Yes <input checked="" type="radio"/> No			<b>Copy From Draft ▶</b> <b>Add ▶</b>
<b>eFindings</b>			
			* <b>Add ▶</b>

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### Selecting External Party Contacts

The application then opens up the *Select Contact* screen.

#### 3.3.3.1

#### Select Contact Screen



**Note**

This screen is used to look for Contact of Companies and to select them in order to add them into the eCertificate.

### Select a Contact

Selecting a *Contact* is just like selecting an SGSonSITE Order.

- Supply a Search Criteria
- Click on the *Search* button
- *Select* a Contact or Contacts from the list of search results by ticking on the radio button beside the Contact

Then press the *Add* button to add them to the eCertificate.

#### 3.3.3.2

#### Contact Details

You might want to view first the Contact Details before finally adding it to the eCertificate that you are creating. To open the Contact details;

- Click on the *Contact's First Name and Last Name* hyperlink.

The application then opens up the *Contact Details* window.

### Contact Details

Contact Information	
Title:	Mr.
First Name:	Albert
Last Name:	Arnaiz
Position:	Marketing Officer
Phone Number:	1-800-641-3941
Email Address:	genericuat@hotmail.com
Fax Number:	+77-641-3942
Is Main Contact:	No



- Click on the *Close or Finish* button to close this window.

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### 3.3.3.3 Company Details



#### Caution

To avoid confusion, do not forget to close all the window that pops up every time you are viewing the other details.

You might also want to view first the Company Details of the Contact before finally adding it to the eCertificate that you are creating. To open the Company details;

- Click on the *Company Name* hyperlink.

<input type="checkbox"/>	Company Country: <span style="color: red;">Netherlands</span>
	Contact: <a href="#">Albert Arnaiz</a>
<input type="checkbox"/>	Company Name: <a href="#">BEZ Marketing</a>
	Company Country: <span style="color: red;">United Kingdom</span>

The application then opens up the *Company Details* screen.

### Company Details

Company Information	
Company Name:	BEZ Marketing
Company Acronym:	BEZMAR
Address:	2nd floor BEZMAR Bldg. Riverside Avenue
Zip Code:	1200
City:	London
State:	
Country:	United Kingdom
Phone Number:	1-800-641-3941
Fax Number:	+77-641-3942

- Close the *Company Details* screen.

What if the External Party Contacts for the eCertificate you are creating are not yet stored in the database?

- Click on the *Create Company* button.



NOTE: you can only create a Company when your role allows you to otherwise, please contact [CustomerCare@sgs.com](mailto:CustomerCare@sgs.com) for information

The application opens up the *Create Company* screen.

- Create the company on this window including the contacts (see section \_\_\_ to create a company)
- Close this window to return to the *Select Contact* screen.
- Then select *Contact*.

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**3.3.3.4**  
**Selecting External Party Contacts...**



**Note**

You can always delete the Contacts by pressing the *delete* button beside the Contact Name



**Tip**

Click on the *Copy from Draft* button if the Draft Third Party Contact is the SAME as the Final Third Party Contact or Contacts.

**18. From the List of Search Results in the *Select Contact* screen, select the Contact or Contacts then press the *Add* button.**

The application then closes the *Select Contact* screen and returns to the *Create Draft* Screen. The selected contact/s is already added in the form.

**19. Select the *YES* radio button in the Notification with Attachment Section (draft) if you want to attach the Draft eCertificate in the Notification email to be sent to the Draft External Party Contact/s. Otherwise, select *No*.**

You might also want to send a notification email to the *Final Third Party Contacts* informing them that the Final eCertificate is available and even attach the actual eCertificate in the notification email. To do this;

**20. Click on the *Add* button in the Final Third Party Contact Section then same procedure applies like adding a Draft Third Party Contact.**



\*You may use the **Downloadable eFinding template**  
 \*The **eCertificate Best Practices guide** may also be downloaded from the system



**Note**

**3.3.4**  
**Upload eFindings Screen**



**Note**

**This screen is used to upload eFindings and to attach it to the eCertificate**

**21. Click on the *Upload* button in the eFindings section.**  
 The application then opens up the *Upload eFindings* screen

**Upload eFindings**

Please complete the following form.

Please ensure the size of the selected file is less than 1 megabyte to minimise the download time for your customers.  
(Fields with a star are mandatory)

Document Information			
Document Link 1:	<input type="text"/>	<input type="button" value="Browse..."/>	Title 1:
Document Link 2:	<input type="text"/>	<input type="button" value="Browse..."/>	Title 2:
Document Link 3:	<input type="text"/>	<input type="button" value="Browse..."/>	Title 3:
Document Link 4:	<input type="text"/>	<input type="button" value="Browse..."/>	Title 4:
Document Link 5:	<input type="text"/>	<input type="button" value="Browse..."/>	Title 5:
Document Link 6:	<input type="text"/>	<input type="button" value="Browse..."/>	Title 6:
Document Link 7:	<input type="text"/>	<input type="button" value="Browse..."/>	Title 7:
Document Link 8:	<input type="text"/>	<input type="button" value="Browse..."/>	Title 8:
Document Link 9:	<input type="text"/>	<input type="button" value="Browse..."/>	Title 9:
Document Link 10:	<input type="text"/>	<input type="button" value="Browse..."/>	Title 10:

[Abort](#)

[Submit](#)

Click on "Browse".

	<h1>OPERATION</h1>	Type:	Document
		Reference:	P-OPS.08
<h2>User Guide to SGSonSITE eCertification</h2>		Issue n°:	3
		Issue date:	29.05.2012
		Author:	E. TOLETE
		Approver:	L. REFRAN
		Page n°:	19 of 47

22. At the “Choose File” window, enter the eFindings *Title*.



23. Click on the *Upload* button



**Caution**

Only MS Word type of document can be uploaded as eFindings as of now using Word 97- 2003 Word Document.

The application then opens up a Browser window asking you to specify the file name and location of the eFindings file.



24. Specify the file name and the location of the file, and then click on the *Open* button.

The application closes the *Browser* window and returns to the *Upload eFindings* screen.

	<h1>OPERATION</h1>	Type:	Document
		Reference:	P-OPS.08
<h2>User Guide to SGSonSITE eCertification</h2>		Issue n°:	3
		Issue date:	29.05.2012
		Author:	E. TOLETE
		Approver:	L. REFRAN
		Page n°:	20 of 47



**Note**

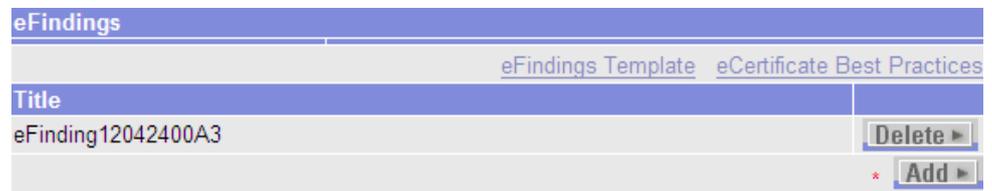
Clicking on the *Submit* button means Creating and Storing the Draft eCertificate to the ePlatform.

**25. Click on the *Submit* button.**

The application then closes the *Upload eFindings* screen and returns to the *Create Draft* screen.

*Review the information in the Created Draft..... then from the Create Draft screen.....*

**26. Click on the *Submit* button.**



**CONGRATULATIONS!**

**You have just created a Draft eCertificate!**

	<h1 style="text-align: center;">OPERATION</h1>	Type:	Document
		Reference:	P-OPS.08
<h2 style="color: orange;">User Guide to SGSonSITE</h2> <h3 style="color: black;">eCertification</h3>		Issue n°:	3
		Issue date:	29.05.2012
		Author:	E. TOLETE
		Approver:	L. REFRAN
		Page n°:	21 of 47

### 3.4 eCertificate Details Screen

The application then closes the Create Draft screen and opens up the **eCertificate Details** screen.

\*This is a sample eCertificate Details page screen

eCertificate Information			
Number:	120426046B		
Title:	eFinding12042400A3		
Draft Office:	SGS PHILIPPINES, INC.(Agri)		
Final Office:	SGS PHILIPPINES, INC.(Agri)		
Signature Approver:			
Issue Date:	26.04.2012		
Creation Date:	26.04.2012		
Status:	Draft Created (26.04.2012)		
<a href="#">Download eFindings</a> <a href="#">Download Draft eCertificate</a>			
References			
Sales Affiliate:	SGS Philippines	Customer:	Samp Company
Executing Affiliate:		Transport:	MV Samp
SGSonSITE Order:		Local Document #:	
Principal Contact (Last Name, First Name, Company)			
TEST	CCARE	Test Company CCARE	
Draft Email Attachment:	<input checked="" type="radio"/> PDF <input type="radio"/> PDF and DOC		
Draft Third Party Contacts			
No Contacts			
Draft Email Attachment:	<input checked="" type="radio"/> PDF <input type="radio"/> PDF and DOC <input type="radio"/> None		
Final Third Party Contacts			
No Contacts			
Final Email Attachment:	<input checked="" type="radio"/> PDF <input type="radio"/> None		
Additional disclaimer (Optional)			
<input type="checkbox"/> Visual inspection report disclaimer (Minerals-general). <input type="checkbox"/> Visual inspection report disclaimer (Automotive). <input type="checkbox"/> Visual Inspection and Radioactivity Check Report disclaimer. <input type="checkbox"/> Visual Inspection and Explosion Safety Report Certificate. <input type="checkbox"/> Standard witnessing / observing disclaimer (Voluntary witnessing).			
<div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;"> <input type="button" value="New"/> <input type="button" value="Amend"/> <input type="button" value="Show History"/> </div> <div style="text-align: center;"> <input type="button" value="Copy"/> <input type="button" value="Send Draft"/> <input type="button" value="View eCertificate"/> </div> <div style="text-align: center;"> <input type="button" value="Cancel eCertificate"/> <input type="button" value="Request Final Approval"/> <input type="button" value="Close"/> </div> </div>			

	<b>OPERATION</b>	Type:	Document
		Reference:	P-OPS.08
<b>User Guide to SGSonSITE eCertification</b>		Issue n°:	3
		Issue date:	29.05.2012
		Author:	E. TOLETE
		Approver:	L. REFRAN
		Page n°:	22 of 47

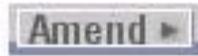
  
**What Now?**



➤ Click on this button if you want to Create a New Draft. The application will close this details screen and opens up a blank Create Draft form.



➤ Click on this button if you want to open a window to create a new eCertificate and pre-fill the information with the one of the current eCertificate.



➤ Click on this button if you want to modify the details of the Created Draft eCertificate.

.....or

***NO! I don't want to do anything but to finalize this Draft Created eCertificate!***

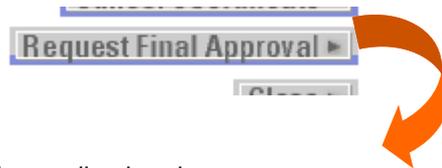
See next page to continue working with your Draft Created eCertificate.



	<h1 style="text-align: center;">OPERATION</h1>	Type:	Document
		Reference:	P-OPS.08
<h2 style="color: orange;">User Guide to SGSonSITE</h2> <h3>eCertification</h3>		Issue n°:	3
		Issue date:	29.05.2012
		Author:	E. TOLETE
		Approver:	L. REFRAN
		Page n°:	24 of 47

### 3.6 Requesting an Approval

1. Click on the *Request Final Approval* button.



The application then opens up the *Request Final Approval* screen.



#### Note

Requesting for a Final Approval is only possible if the status of your eCertificate is Draft Created or Draft Amended.

## Final Approval Request

Please complete the following form.

( Fields with a star are mandatory )

**Final Approval Request**

Final Approver: *	<div style="border: 1px solid #ccc; padding: 2px;">           Select ▼         </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;">           Select  <span style="background-color: #4F81BD; color: white; padding: 1px;">CCare Test</span>            Karin Madere            Pete Gauthier         </div>	<div style="border: 1px solid #ccc; padding: 2px; text-align: right;"> <span style="background-color: #4F81BD; color: white; padding: 2px 5px;">Other ▶</span> </div>
Comments:	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	

Abort ▶
Submit ▶

2. *Select the an Approver* from the dropdown list.

What if the supposed Approver is not included in the list?

- 2.1 Click on the *Other* button. The application then opens the *Select Approver* screen.
- 2.2 Enter the *Approver Name* or select the *Office* from the dropdown list then click on the *Search* button.
- 2.3 From the list of search results, Select the approver by ticking on the radio button beside the Approver name then click on the *Select* button. The application then closes the *Select Approver* screen and returns to the *Final Approval Request* screen.

	<b>OPERATION</b>	Type:	Document
		Reference:	P-OPS.08
<b>User Guide to SGSonSITE eCertification</b>		Issue n°:	3
		Issue date:	29.05.2012
		Author:	E. TOLETE
		Approver:	L. REFRAN
		Page n°:	25 of 47

Requesting an Approval



*Note*

3. You may also enter some *Comments* in the **Comment** field.
4. Click on the *Submit* button.
5. Click on the *Finish* button, and then close the browser.

*Clicking on the Submit button means sending the Final Approval Request to the selected Approver.*

- ❖ **The status of your eCertificate now becomes Final Approval Requested.**

	<h1>OPERATION</h1>	Type:	Document
		Reference:	P-OPS.08
<h2>User Guide to SGSonSITE eCertification</h2>		Issue n°:	3
		Issue date:	29.05.2012
		Author:	E. TOLETE
		Approver:	L. REFRAN
		Page n°:	26 of 47

### eCertificate Details

\* Notice that some buttons disappeared from the Creator's view.

The things you CAN do during **Draft Created** or **Draft Amended** status will NO LONGER be present *after clicking* the **Request Final Approval Button**:

- **Send Draft**
- **Cancel eCertificate**

eCertificate Information			
Number:	120426046B		
Title:	eFinding12042400A3		
Draft Office:	SGS PHILIPPINES, INC.(Agri)		
Final Office:	SGS PHILIPPINES, INC.(Agri)		
Signature Approver:	CCare Test		
Issue Date:	26.04.2012		
Creation Date:	26.04.2012		
Status:	Final Approval Requested (26.04.2012)		
<a href="#">Download eFindings</a> <a href="#">Download Draft eCertificate</a>			
References			
Sales Affiliate:	SGS Philippines	Customer:	Samp Company
Executing Affiliate:		Transport:	MV Samp
SGSonSITE Order:		Local Document #:	
Principal Contact (Last Name, First Name, Company)			
<a href="#">TEST</a>	CCARE	Test Company CCARE	
Draft Email Attachment:	<input checked="" type="radio"/> PDF <input type="radio"/> PDF and DOC		
Draft Third Party Contacts			
No Contacts			
Draft Email Attachment:	<input checked="" type="radio"/> PDF <input type="radio"/> PDF and DOC <input type="radio"/> None		
Final Third Party Contacts			
No Contacts			
Final Email Attachment:	<input checked="" type="radio"/> PDF <input type="radio"/> None		
Additional disclaimer (Optional)			
<input type="checkbox"/>	Visual inspection report disclaimer (Minerals-general).		
<input type="checkbox"/>	Visual inspection report disclaimer (Automotive).		
<input type="checkbox"/>	Visual Inspection and Radioactivity Check Report disclaimer.		
<input type="checkbox"/>	Visual Inspection and Explosion Safety Report Certificate.		
<input type="checkbox"/>	Standard witnessing / observing disclaimer (Voluntary witnessing).		

<a href="#">New &gt;</a>	<a href="#">Copy &gt;</a>	<a href="#">Amend &gt;</a>
<a href="#">Show History &gt;</a>	<a href="#">View eCertificate &gt;</a>	<a href="#">Close &gt;</a>

	<b>OPERATION</b>	Type:	Document
		Reference:	P-OPS.08
<b>User Guide to SGSonSITE eCertification</b>		Issue n°:	3
		Issue date:	29.05.2012
		Author:	E. TOLETE
		Approver:	L. REFRAN
		Page n°:	27 of 47



**So...  
What's next?**

After submitting your Final Approval Request, the application will send a notification email to the Approver whom you specified. Wait for the notification email that will be sent to your mailbox once the Approver approves or disapproves your Created Draft eCertificate.

-MOREOVER , SEE NEXT PAGE PLEASE-

	<h1>OPERATION</h1>	Type:	Document
		Reference:	P-OPS.08
<h2>User Guide to SGSonSITE eCertification</h2>		Issue n°:	3
		Issue date:	29.05.2012
		Author:	E. TOLETE
		Approver:	L. REFRAN
		Page n°:	28 of 47

Click on your eCertificate number hyperlink to open up the details.

The application then opens up the eCertificate Details screen. This screen is the same screen that opens up after submitting your Created Draft eCertificate (see page 23).

Notice that the Status of your eCertificate has changed. The eCertificate status' now may be:

- ❖ Final Approved or
- ❖ Final Rejected

Of course, depending on the result of the investigation of your Approver.

The Quick Search functionality for “eCertificate Reference” is another efficient way to search/list an eCertificate. This is found on My SGSonSITE Staff Homepage. User can be able to search an eCertificate number by entering any of the details found on the “References” (eCertificate Detail Page).

### The QuickSearch Functionality



**Note**

This functionality is only available in SGS Agricultural Services Backoffice.

References			
Sales Affiliate:	SGS GENEVE	Customer:	FERTIMPORT
Executing Affiliate:	SGS ARGENTINA	Other (e.g.Vessel):	VASSILIOS
SGSonSITE Order:		Local Document #:	73902

**SGS Agricultural Services**  
through **SGSonSITE**

**My SGSonSITE Staff**  
Your own entry point

**Your Account**  
Welcome back **Joselito Domingo**  
You are logged as :  
**jdomingo**  
**SGS PHILIPPINES, INC.**  
If you are not **Joselito Domingo** , please [logout](#)

**Search & Create**  
[Search a Company](#)  
[Create a new Company](#)  
[Search an Order](#)  
[Search a SGS Office](#)  
  
[Search an eReport](#)  
[Create an eReport](#)  
  
[Search an eCertificate](#)  
[Create an eCertificate](#)  
  
[Search an eFolder/eDocument](#)  
[Create an eFolder/eDocument](#)  
  
[PDF Conversion](#)

**Administration**  
▶ [Search a Staff account](#)  
▶ [Create a new Staff Account](#)  
  
▶ Manage Reference Data | Product |  |   
  
▶ [Frequently Asked Questions](#)

**SGSonSITE**  
Quick Search

**QuickSearch an Order**  
Order Number:    
[Quotation requested](#) [Orders accepted](#)  
[Order Completed](#) [Cancelled Orders](#)  
[In progress](#)

**QuickSearch a Staff account**  
Username :

**QuickSearch a Customer**  
Membership number :

**Quick Search**  
eFolder Number:    
eCertificate Number:    
**eCertificate Reference:**    
eReport Number:    
eDocument Number:

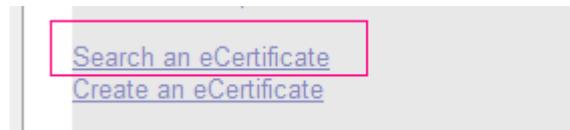
1. Enter a data on the e eCertificate Reference field. Click on the Search button.

	<b>OPERATION</b>	Type:	Document
		Reference:	P-OPS.08
<b>User Guide to SGSonSITE eCertification</b>		Issue n°:	3
		Issue date:	29.05.2012
		Author:	E. TOLETE
		Approver:	L. REFRAN
		Page n°:	29 of 47

The application then opens up the *List/Search eCertificate* screen showing a list of eCertificates that matches the data you entered on the *eCertificate Reference*. This is the same screen that opens up after searching your Created Draft eCertificate (see page 25).

**Or the traditional way...**

1. On your Homepage, please look for the link *Search eCertificate* under the **Search and Create** box.



	<h1 style="text-align: center;">OPERATION</h1>	Type:	Document
		Reference:	P-OPS.08
<h2 style="color: orange;">User Guide to SGSonSITE</h2> <h3 style="color: black;">eCertification</h3>		Issue n°:	3
		Issue date:	29.05.2012
		Author:	E. TOLETE
		Approver:	L. REFRAN
		Page n°:	30 of 47

2. You will then see the List Search eCertificates Page. Here, you may use different fields to search for your eCertificate. The most commonly used fields are the **eCertificate Number** field, **eCertificate Status**, and...

### List/Search eCertificates

find an eCertificate

Principal Name: <input type="text"/>	Principal First Name: <input type="text"/>
Company Name: <input type="text"/>	Company Acronym: <input type="text"/>
Company Country: <input type="text" value="Select"/>	
SGS Issuing Office: <input type="text" value="Select"/>	
Reference Type: <input type="text" value="Select"/>	
Reference: <input type="text"/>	
eCertificate Number: <input type="text" value="120426046B"/>	eCertificate Title: <input type="text"/>
eCertificate Status: <input type="text" value="Select"/>	
Approver Last Name: <input type="text" value="Select"/>	Approver First Name: <input type="text"/>
Approver Type: <input type="text" value="Select"/>	
Creator Last Name: <input type="text" value="Select"/>	Creator First Name: <input type="text"/>
Draft created start date: <input type="text" value="Select"/>	Draft created end date: <input type="text" value="26"/> <input type="text" value="4"/> <input type="text" value="2012"/>

My eCertificates

Reset form
Search

<p>Number of rows returned: <input type="text" value="1"/></p> <p><b>Search Results</b></p> <p><input type="button" value="Select All"/></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Draft Created</li> <li><input type="checkbox"/> Draft Amended</li> <li><input type="checkbox"/> Draft Approval Requested</li> <li><input type="checkbox"/> Draft Approved</li> <li><input type="checkbox"/> Draft Rejected</li> <li><input type="checkbox"/> Draft Sent</li> <li><input checked="" type="checkbox"/> <b>Final Approval Requested</b></li> <li><input type="checkbox"/> Final Approved</li> <li><input type="checkbox"/> Final Rejected</li> <li><input type="checkbox"/> Final Sent</li> <li><input type="checkbox"/> Cancelled as Final</li> <li><input type="checkbox"/> Signature Approval Requested</li> <li><input type="checkbox"/> Signature Rejected</li> <li><input type="checkbox"/> Cancelled as Draft</li> <li><input type="checkbox"/> eDoc Active</li> </ul>
--	--

Attachment: <input type="checkbox"/>	Number: <span style="color: #000080;">120426046B</span>
Status: <span style="color: #000080;">Final Approval Requested</span>	Title: <span style="color: #000080;">eFinding12042400A3</span>
Creator: <span style="color: #000080;">Test Creator CCARE</span>	Creation Date: <span style="color: #000080;">26.04.2012</span>
Draft Approver:	Final Approver: <span style="color: #000080;">CCare Test</span>

<input type="button" value="Send Batch Draft"/>	<input type="button" value="Send Batch Final"/>
<input type="button" value="Request Final Approval"/>	<input type="button" value="Process Final"/>

...the **My eCertificates** button. (This button will automatically display all eCertificates waiting for your action)



Note: When searching, make sure the range of the **Date created start and end** is correct.

	<h1 style="text-align: center;">OPERATION</h1>	Type:	Document
		Reference:	P-OPS.08
<h2 style="color: orange;">User Guide to SGSonSITE</h2> <h3 style="color: black;">eCertification</h3>		Issue n°:	3
		Issue date:	29.05.2012
		Author:	E. TOLETE
		Approver:	L. REFRAN
		Page n°:	31 of 47

### 3.7 Amending an eCertificate

#### 1. Click on the *Amend* button.



The application then opens up the *Amend eCertificate* Screen. Notice that almost all of the fields are editable except for the eCertificate Number and the eCertificate Status.

If the *Uploaded eFindings* file needs to be amended.

##### 1.1 Click on the *Download eFindings* link.



##### 1.2 The application will open up a window asking you to specify the file name and the location where you want to save the eFindings. Specify the file name and the location then click on the *Submit* button. The application then saves the eFindings file in the specified location.

##### 1.3 Open and modify the downloaded eFindings file. Save and close the file.

##### 1.4 Click on the *Upload* button in the eFindings section.



##### 1.5 The application then opens up the *Upload eFindings* screen. Specify the file name and the location of the file to be uploaded.

##### 1.6 Click on the *Submit* button.

#### 2. Modify whatever needs to be modified.

#### 3. Click on the *Submit* button.

The application then closes the *Amend eCertificate* screen then returns to the *eCertificate Details* screen. Notice that the status of the eCertificate becomes DRAFT AMENDED.

#### 4. Send a Final Approval Request.



#### Caution

Do not forget to **SAVE** the modifications you made in the downloaded eFindings file and **do not forget to UPLOAD it back** to the eCertificate. Otherwise, the old eFindings file will be retained in the system.

	<b>OPERATION</b>	Type:	Document
		Reference:	P-OPS.08
<b>User Guide to SGSonSITE eCertification</b>		Issue n°:	3
		Issue date:	29.05.2012
		Author:	E. TOLETE
		Approver:	L. REFRAN
		Page n°:	32 of 47

### **3.8** **Creating a Draft eCertificate by Batch**

In the previous section, what we did is we created a single Draft eCertificate for a Customer. In some instances, you may want to create multiple eCertificates for a single customer in one shot. Actually, the application will allow you to do this but you must be certain that all the information in the eCertificates will have the same information except for the eFindings Title and the eFindings itself.

#### ***What does it mean?***

Take a look at the example below, you will notice that in this Confirmation Page we created multiple eCertificates for this Customer. This would mean that ALL of the created eCertificates will be sent to the indicated Principal Contact, to the Draft Third Party Contacts with the Draft eCertificate attached and to the Final Third Party Contacts with the Final eCertificate attached. And of course all the eCertificates will have all the other information as indicated in the form including the SGS Office templates to be used.

Therefore, do not include the eCertificate in your batch creation that may have a different information or condition from the rest.

	<h1>OPERATION</h1>	Type:	Document
		Reference:	P-OPS.08
<h2>User Guide to SGSonSITE eCertification</h2>		Issue n°:	3
		Issue date:	29.05.2012
		Author:	E. TOLETE
		Approver:	L. REFRAN
		Page n°:	33 of 47

### Creating a Draft eCertificate by Batch

1. From the SGSonSITE Back Office Entry Page, click on the **eCertification through Workflow** hyperlink.

The application then opens up the *Create Draft* screen.

2. Enter all the information in the form, select the Draft and Final Offices, External Party Contacts etc...

3. Click on the **Upload** button in the eFindings section.

The application then opens up the *Upload eFindings* window.

4. Enter the **eFindings Title** then click on the **Upload** button.

The application then opens up the *Browser* window.

5. Specify the **file name and the location of the eFindings to be uploaded**, and then click on the **Add** button.

The application then closes the *Browser* window and returns to the *Upload eFindings* window.

6. Click on the **Add** button to upload the eFindings file.

The application then closes the *Upload eFindings* window and returns to the *Create Draft* screen.

Now, repeat steps 3 to 6 until you uploaded all your eFindings that needs to be eCertified.

After uploading all the eFindings to be eCertified,

7. Click on the **Submit** button.

The application then displays the *Batch Draft Confirmation Page*.



#### Note

Notice that the uploaded eFindings file is added in the eCertificate form.



#### Note

In this example, you will notice that all the eFindings that needs to be eCertified have their own unique eCertificate number. All of these Draft eCertificates will have the same information except for the eFindings Title and the eFindings itself. All of these eCertificates will have a status of Draft Created.

Notification with attachment: <input checked="" type="radio"/> Yes <input type="radio"/> No		
<b>Final Third Party Contacts</b> (Last Name, First Name, Company)		
Lang	Elmer	Excel Manufacturing
Paras	Benjamin	Excel Manufacturing
Notification with attachment: <input checked="" type="radio"/> Yes <input type="radio"/> No		
<b>eCertificates Information</b>		
Draft Office:	SGS PHILIPPINES, INC.(Agri)	
Final Office:	SGS PHILIPPINES, INC.(Agri)	
Issue Date:	07.09.2001	
<b>eCertificate Number</b>	<b>eCertificate Title</b>	
0109070001	Racho eFindings 0907 1st	
0109070002	Racho eFindings 0907 2nd	
0109070003	Racho eFindings 0907 3rd	
0109070004	Racho eFindings 0907 3rd	
0109070005	Racho eFindings 0907 5th	

	<h1 style="text-align: center;">OPERATION</h1>	Type:	Document
		Reference:	P-OPS.08
<h2 style="color: orange;">User Guide to SGSonSITE</h2> <h3 style="color: black;">eCertification</h3>		Issue n°:	3
		Issue date:	29.05.2012
		Author:	E. TOLETE
		Approver:	L. REFRAN
		Page n°:	34 of 47

### 3.9 Requesting Approval by Batch

Again, in some instances, you may want to Request a Final Approval for all your Draft Created eCertificates or Draft Amended eCertificates to a single Approver in one shot. You can also do this, but then again, all the information must be the same including the eCertificate's statuses.

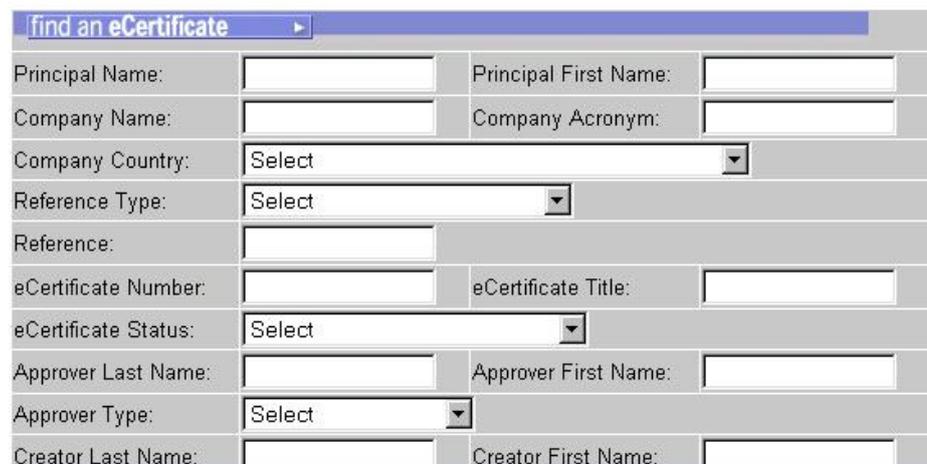
The following are the conditions that must be satisfied in order for you to be allowed by the application to Request a Draft of Final Approval by Batch:

- ❖ All the information of the selected eCertificates are the same, except for the eFindings title and the eFindings itself.
- ❖ All the selected eCertificates should have the **same** status.

*Let's proceed...* 1. From the Back Office Entry Point Page, click on the **List/Search eCertificate** hyperlink.

The application then opens up the *List/Search eCertificate* screen.

### List/Search eCertificates



find an eCertificate			
Principal Name:	<input type="text"/>	Principal First Name:	<input type="text"/>
Company Name:	<input type="text"/>	Company Acronym:	<input type="text"/>
Company Country:	Select <input type="text"/>		
Reference Type:	Select <input type="text"/>		
Reference:	<input type="text"/>		
eCertificate Number:	<input type="text"/>	eCertificate Title:	<input type="text"/>
eCertificate Status:	Select <input type="text"/>		
Approver Last Name:	<input type="text"/>	Approver First Name:	<input type="text"/>
Approver Type:	Select <input type="text"/>		
Creator Last Name:	<input type="text"/>	Creator First Name:	<input type="text"/>

	<b>OPERATION</b>	Type:	Document
		Reference:	P-OPS.08
<b>User Guide to SGSonSITE eCertification</b>		Issue n°:	3
		Issue date:	29.05.2012
		Author:	E. TOLETE
		Approver:	L. REFRAN
		Page n°:	35 of 47

**Requesting Approval  
by Batch**

**2. Click on the *My eCertificates* button.**

The application then lists down all the eCertificates you have created.



**Note**

The *My eCertificate* function will also list you down all the eCertificates, regardless of status, in which you are involved with.

<input type="checkbox"/>	Draft Approver: <b>Executing Super User Draft</b>	Final Approver:
	Number: <a href="#">0109070001</a>	Status: <b>Draft Created</b>
<input type="checkbox"/>	Title: <b>Racho eFindings 0907 1st</b>	
	Creator: <b>Executing User Agri Cert Philippines</b>	Creation Date: <b>07.09.2001</b>
	Draft Approver:	Final Approver:
<input type="checkbox"/>	Number: <a href="#">0109070002</a>	Status: <b>Draft Created</b>
<input type="checkbox"/>	Title: <b>Racho eFindings 0907 2nd</b>	
	Creator: <b>Executing User Agri Cert Philippines</b>	Creation Date: <b>07.09.2001</b>
	Draft Approver:	Final Approver:
<input type="checkbox"/>	Number: <a href="#">0109070003</a>	Status: <b>Draft Created</b>
<input type="checkbox"/>	Title: <b>Racho eFindings 0907 3rd</b>	
	Creator: <b>Executing User Agri Cert Philippines</b>	Creation Date: <b>07.09.2001</b>
	Draft Approver:	Final Approver:
<input type="checkbox"/>	Number: <a href="#">0109070004</a>	Status: <b>Draft Created</b>
<input type="checkbox"/>	Title: <b>Racho eFindings 0907 3rd</b>	
	Creator: <b>Executing User Agri Cert Philippines</b>	Creation Date: <b>07.09.2001</b>
	Draft Approver:	Final Approver:
<input type="checkbox"/>	Number: <a href="#">0109070005</a>	Status: <b>Draft Created</b>
<input type="checkbox"/>	Title: <b>Racho eFindings 0907 5th</b>	
	Creator: <b>Executing User Agri Cert Philippines</b>	Creation Date: <b>07.09.2001</b>
	Draft Approver:	Final Approver:

	<b>OPERATION</b>	Type:	Document
		Reference:	P-OPS.08
<b>User Guide to SGSonSITE eCertification</b>		Issue n°:	3
		Issue date:	29.05.2012
		Author:	E. TOLETE
		Approver:	L. REFRAN
		Page n°:	36 of 47

- From this list, select all the eCertificates that should be approved by batch, by ticking on the radio button beside the eCertificate number.

If you are certain that all of the eCertificates that you selected satisfies the application's conditions and you are certain that the request for approval for all the eCertificates you selected will be sent to a single approver, then, depending on what kind of approval you are requesting.

- Click on the *Request Final Approval by Batch*

The application then opens up the *Request for Final Approval* window.

- Identify the Approver.

- Click on the *Submit* button.

The application then displays the *Request Confirmation by Batch* window. Then sends a Request for Approval notification email to the specified Approver.

- ❖ *The status of all the selected eCertificates becomes Final Approval Requested.*

	<h1 style="text-align: center;">OPERATION</h1>	Type:	Document
		Reference:	P-OPS.08
<h2 style="color: orange;">User Guide to SGSonSITE</h2> <h3 style="color: black;">eCertification</h3>		Issue n°:	3
		Issue date:	29.05.2012
		Author:	E. TOLETE
		Approver:	L. REFRAN
		Page n°:	37 of 47

### 3.10 Sending eCertificates by Batch



#### Caution

*Sending eCertificates with Amended, Requested, Rejected or Cancelled status is not allowed by the application.*

The application will also allow you to send eCertificates to External Parties by Batch.

The following are the conditions that must be satisfied in order for you to be allowed by the application to send the eCertificates to the External Parties by Batch.

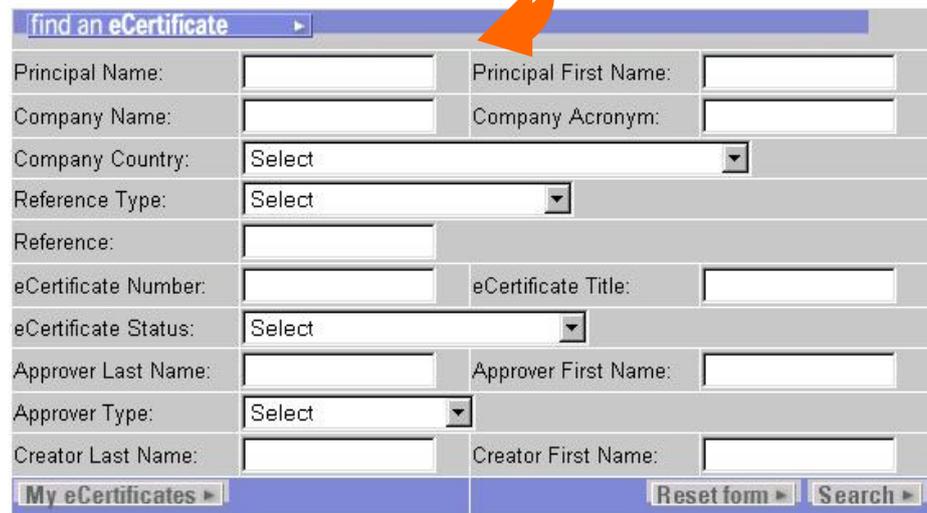
- ❖ All the information of the selected eCertificates is the same, except for the eFindings title and the eFindings itself.
- ❖ All the selected eCertificates should have the same status.
- ❖ If sending Final eCertificates by Batch, the status of all the eCertificates should be All Final Approved or All Final Sent.

**Let's proceed...**

1. From the Back Office Entry Point Page, click on the **List/Search eCertificate** hyperlink.

The application then opens up the *List/Search eCertificate* screen.

### List/Search eCertificates



The screenshot shows a search interface with the following fields:

- Principal Name:
- Principal First Name:
- Company Name:
- Company Acronym:
- Company Country:
- Reference Type:
- Reference:
- eCertificate Number:
- eCertificate Title:
- eCertificate Status:
- Approver Last Name:
- Approver First Name:
- Approver Type:
- Creator Last Name:
- Creator First Name:

At the bottom, there are three buttons: **My eCertificates**, **Reset form**, and **Search**.

2. Click on the **My eCertificates** button.

	<h1>OPERATION</h1>	Type:	Document
		Reference:	P-OPS.08
<h2>User Guide to SGSonSITE eCertification</h2>		Issue n°:	3
		Issue date:	29.05.2012
		Author:	E. TOLETE
		Approver:	L. REFRAN
		Page n°:	38 of 47

The application then lists down all the eCertificates which you have created.

<input type="checkbox"/>	Draft Approver: <b>Executing Super User Draft</b>	Final Approver:
	Number: <a href="#">0109070001</a>	Status: <b>Draft Created</b>
	Title: <b>Racho eFindings 0907 1st</b>	
	Creator: <b>Executing User Agri Cert Philippines</b>	Creation Date: <b>07.09.2001</b>
	Draft Approver:	Final Approver:
<input type="checkbox"/>	Number: <a href="#">0109070002</a>	Status: <b>Draft Created</b>
	Title: <b>Racho eFindings 0907 2nd</b>	
	Creator: <b>Executing User Agri Cert Philippines</b>	Creation Date: <b>07.09.2001</b>
	Draft Approver:	Final Approver:
<input type="checkbox"/>	Number: <a href="#">0109070003</a>	Status: <b>Draft Created</b>
	Title: <b>Racho eFindings 0907 3rd</b>	
	Creator: <b>Executing User Agri Cert Philippines</b>	Creation Date: <b>07.09.2001</b>
	Draft Approver:	Final Approver:
<input type="checkbox"/>	Number: <a href="#">0109070004</a>	Status: <b>Draft Created</b>
	Title: <b>Racho eFindings 0907 3rd</b>	
	Creator: <b>Executing User Agri Cert Philippines</b>	Creation Date: <b>07.09.2001</b>
	Draft Approver:	Final Approver:
<input type="checkbox"/>	Number: <a href="#">0109070005</a>	Status: <b>Draft Created</b>
	Title: <b>Racho eFindings 0907 5th</b>	
	Creator: <b>Executing User Agri Cert Philippines</b>	Creation Date: <b>07.09.2001</b>
	Draft Approver:	Final Approver:

**3. From this list, select all the eCertificates that you want to send by batch, by ticking on the radio button beside the eCertificate number.**

If you are certain that all of the eCertificates that you selected satisfies the application's conditions, then...

**4. Click on the *Send Final eCertificate by Batch* button.**

The application then displays the *Send Final by Batch Confirmation Page*. All the selected eCertificates are sent to the External Party Contacts.

❖ ***The status of all the selected eCertificates becomes Final Sent.***

	<h1 style="text-align: center;">OPERATION</h1>	Type:	Document
		Reference:	P-OPS.08
<h2 style="color: orange;">User Guide to SGSonSITE</h2> <h3 style="color: black;">eCertification</h3>		Issue n°:	3
		Issue date:	29.05.2012
		Author:	E. TOLETE
		Approver:	L. REFRAN
		Page n°:	39 of 47

### 3.11

#### Process a Final Approval Requested eCertificate one at a time.

From the list of search results;

- 1.1 Click on the *eCertificate Number* hyperlink of the eCertificate that you want to process.

The application then opens up the *eCertificate Details* screen.



#### Note

1. You may view the Draft eCertificate by clicking on the View eCertificate button.
2. You may also amend the eCertificate by yourself before approving the eCertificate9. (see section 3.7 for amending eCertificate).

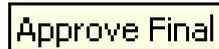
### eCertificate Details

eCertificate Information			
Number:	0109130001		
Title:	eFindings for Racho		
Draft Office:	SGS PHILIPPINES, INC. (Agri)		
Final Office:	SGS PHILIPPINES, INC. (Agri)		
Signature Approver:	Manager Cert		
Issue Date:	13.09.2001		
Creation Date:	13.09.2001		
Status:	Final Approval Requested (14.09.2001)		
<a href="#">Download eFindings</a>			
References			
Sales Affiliate:	Racho 1st 0913	Customer:	Racho Undergarments
Executing Affiliate:	Racho 1st 0913	Other (e.g.Vessel):	0913 Vessel
SGSonSITE Order:	1A2336014	Local Document #:	
Principal Contact (Last Name, First Name, Company)			
<a href="#">Reyes</a>	Ramon	Racho Undergarments	

- 1.2 Click on the *Process Final* button.

The application then opens up the *Process Final* window.

Clicking the Process Final will both Approve the Draft and Finalize the Draft eCertificate.



	<b>OPERATION</b>	Type:	Document
		Reference:	P-OPS.08
<b>User Guide to SGSonSITE eCertification</b>		Issue n°:	3
		Issue date:	29.05.2012
		Author:	E. TOLETE
		Approver:	L. REFRAN
		Page n°:	40 of 47

6. Upon clicking the Process Final button, the Approver will then see the Final Approval page:

### Final Approval

Please complete the following form.

( Fields with a star are mandatory )

**Approval Information**

\*  I do approve  I do not approve

Comments:

Here, the Approver can Reject or Approve the Draft eCertificate.

### Working with Final Approval Requested eCertificates

There are two possible way to process a Final Approval Requested eCertificate:

- ✓ You may process the approval one at a time.
- ✓ You may process the approval at one time.

	<b>OPERATION</b>	Type:	Document
		Reference:	P-OPS.08
<b>User Guide to SGSonSITE eCertification</b>		Issue n°:	3
		Issue date:	29.05.2012
		Author:	E. TOLETE
		Approver:	L. REFRAN
		Page n°:	41 of 47

**Process Final Approval  
eCertificate one at a  
time.**

7. Select either Approve or Disapprove the eCertificate, by ticking on the radio button beside the result.
8. Enter your *Comments* in the comment field.
9. Press the *Submit* button.

The application then closes the *Process Final* window and returns to the *eCertificate Details Screen*.

Three (3) possible statuses of the eCertificate after this process:

- If the Approver rejects the eCertificate, the status becomes *Final Rejected*.
- If the Approver approves the eCertificate, the status becomes *Final Approved*. A *Final Approved* notification email is sent to the Creator of the eCertificate.
- Final Sent for final sending the Final Approved Certificates

	<h1 style="text-align: center;">OPERATION</h1>	Type:	Document
		Reference:	P-OPS.08
<h2 style="color: orange;">User Guide to SGSonSITE</h2> <h3 style="color: black;">eCertification</h3>		Issue n°:	3
		Issue date:	29.05.2012
		Author:	E. TOLETE
		Approver:	L. REFRAN
		Page n°:	42 of 47

### 3.12 Processing the Final Approval by Batch

You may also process the Final Approval by batch.

The application will allow you to do this if the following conditions are satisfied:

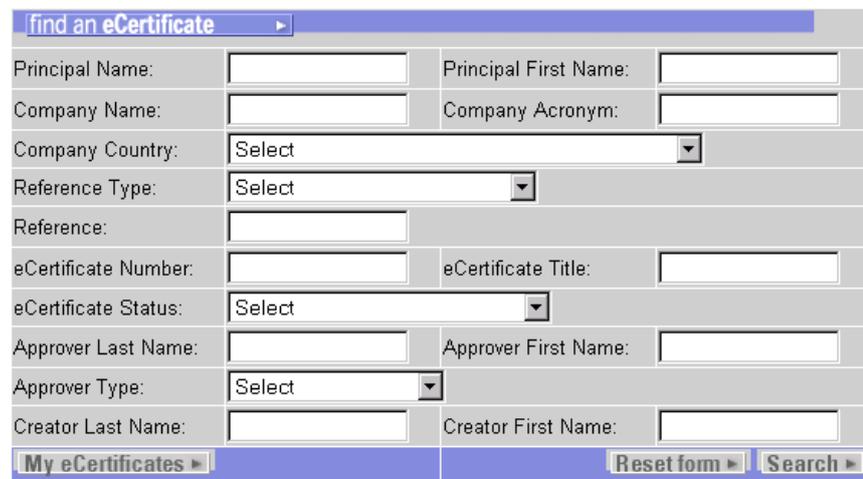
- ✓ The status of ALL the eCertificates are Final Approval Requested.
- ✓ All the information in the eCertificates are the same. Of course, except the eFindings Title and the eFindings itself.

Let's proceed...

#### 1.1 From the Back Office Entry Point Page, click on the *List/Search eCertificate* hyperlink.

The application then opens up the *List/Search eCertificate* screen.

#### List/Search eCertificates



#### 1.2 Click on the My eCertificates button.

	<h1 style="text-align: center;">OPERATION</h1>	Type:	Document
		Reference:	P-OPS.08
<h2 style="color: orange;">User Guide to SGSonSITE</h2> <h3 style="color: black;">eCertification</h3>		Issue n°:	3
		Issue date:	29.05.2012
		Author:	E. TOLETE
		Approver:	L. REFRAN
		Page n°:	43 of 47

### Processing Final Approval by Batch

The application then lists down all the eCertificates in which you are involved with.

Search Results			
<input type="checkbox"/>	Number: <a href="#">0109070001</a>	Status: <span style="color: red;">Final Approval Requested</span>	
	Title: <span style="color: red;">Racho eFindings 0907 1st</span>		
	Creator: <span style="color: red;">Executing User Agri Cert Philippines</span>	Creation Date: <span style="color: red;">07.09.2001</span>	
	Draft Approver:	Final Approver: <span style="color: red;">Executing Super User Final</span>	
<input type="checkbox"/>	Number: <a href="#">0109070002</a>	Status: <span style="color: red;">Final Approval Requested</span>	
	Title: <span style="color: red;">Racho eFindings 0907 2nd</span>		
	Creator: <span style="color: red;">Executing User Agri Cert Philippines</span>	Creation Date: <span style="color: red;">07.09.2001</span>	
	Draft Approver:	Final Approver: <span style="color: red;">Executing Super User Final</span>	
<input type="checkbox"/>	Number: <a href="#">0109070003</a>	Status: <span style="color: red;">Final Approval Requested</span>	
	Title: <span style="color: red;">Racho eFindings 0907 3rd</span>		
	Creator: <span style="color: red;">Executing User Agri Cert Philippines</span>	Creation Date: <span style="color: red;">07.09.2001</span>	
	Draft Approver:	Final Approver: <span style="color: red;">Executing Super User Final</span>	
<input type="button" value="Send Batch Draft"/>		<input type="button" value="Send Batch Final"/>	
<input type="button" value="Request Draft Approval"/>		<input type="button" value="Request Final Approval"/>	
<input type="button" value="Process Draft"/>		<input type="button" value="Process Final"/>	

#### 1.3 From this list, select all the eCertificates that you want to Approve or Disapprove by batch, by ticking on the radio button beside the eCertificate number.

If you are certain that all of the eCertificates that you selected satisfies the application's conditions, then...

#### 1.4 Click on the *Process Final by Batch* button.

The application then opens up the *Process Final* window.

#### 1.5 Select either Approve or Disapprove the eCertificate, by ticking on the radio button beside the result.

#### 1.6 Enter your *Comments* in the comment field.

#### 1.7 Press the *Submit* button.

The application then closes the *Process Final* window and returns to the *List/Search eCertificate* screen.

-End-