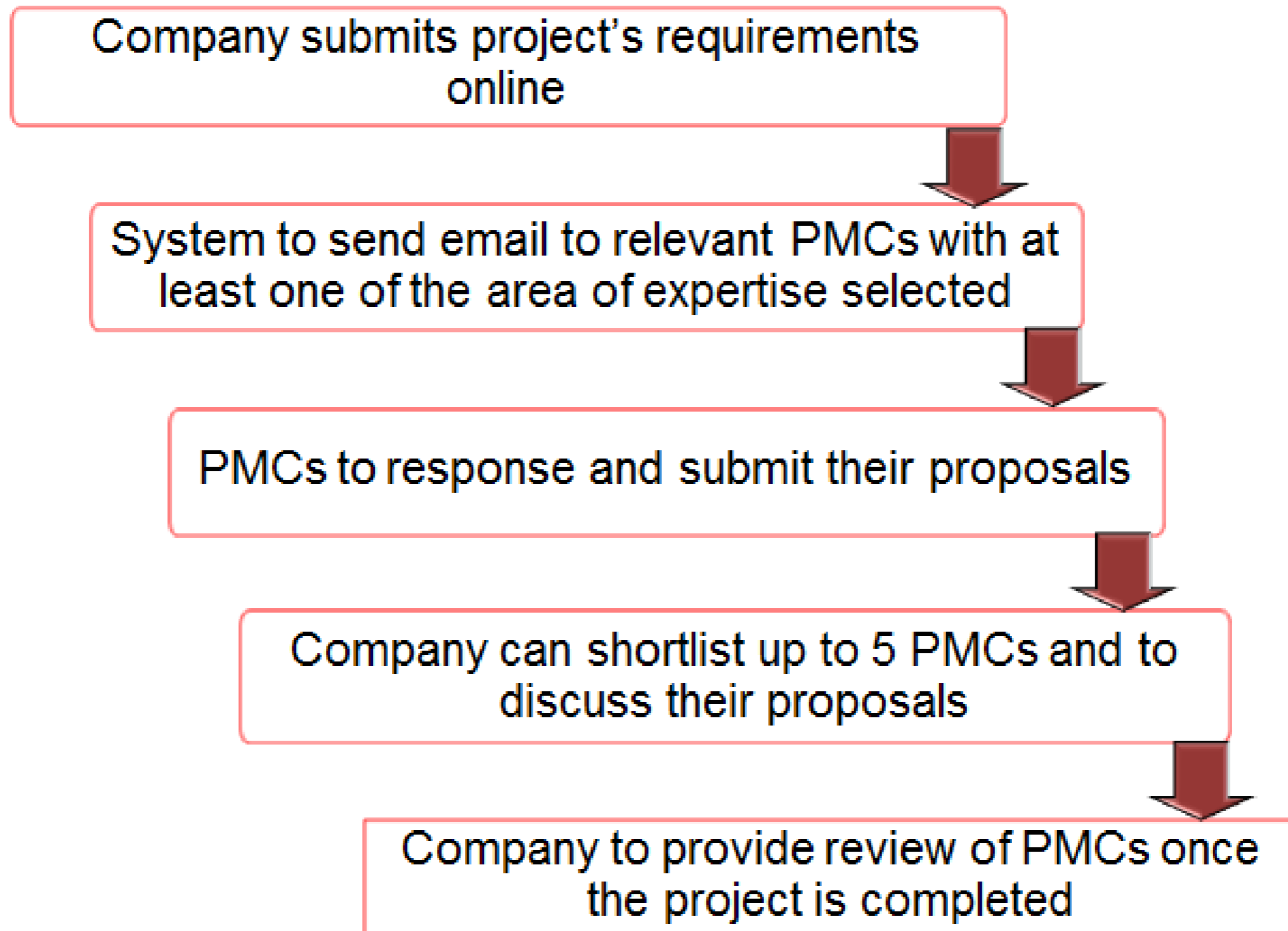


PMC ConneXion

Company's User Guide

Figure 1.1



2. Sign up for Company

Step 1. Go to www.pmccertification.sg and click on the “SME Corner” menu and select **PMC ConneXion**.

Figure 2.1



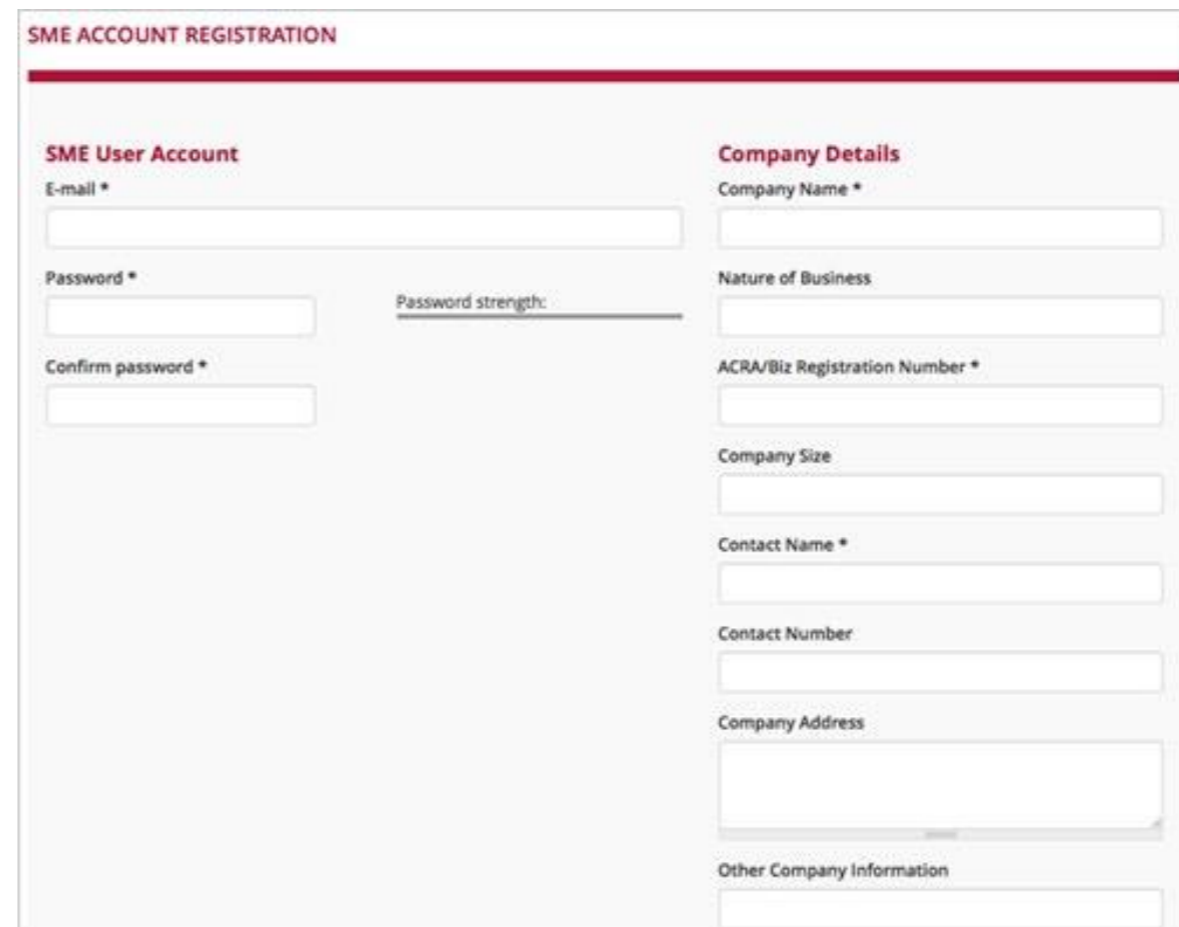
Step 2. Click on the “Register Now!”

Figure 2.2



Step 3. Fill your information and “**CREATE NEW ACCOUNT**” button

Figure 2.3

A screenshot of the 'SME ACCOUNT REGISTRATION' form. The form is titled 'SME ACCOUNT REGISTRATION' at the top. It is divided into two main sections: 'SME User Account' and 'Company Details'. The 'SME User Account' section includes fields for 'E-mail *', 'Password *', and 'Confirm password *'. A 'Password strength:' indicator is shown next to the password field. The 'Company Details' section includes fields for 'Company Name *', 'Nature of Business', 'ACRA/Biz Registration Number *', 'Company Size', 'Contact Name *', 'Contact Number', 'Company Address', and 'Other Company Information'. Each field is represented by a white input box with a gray border.

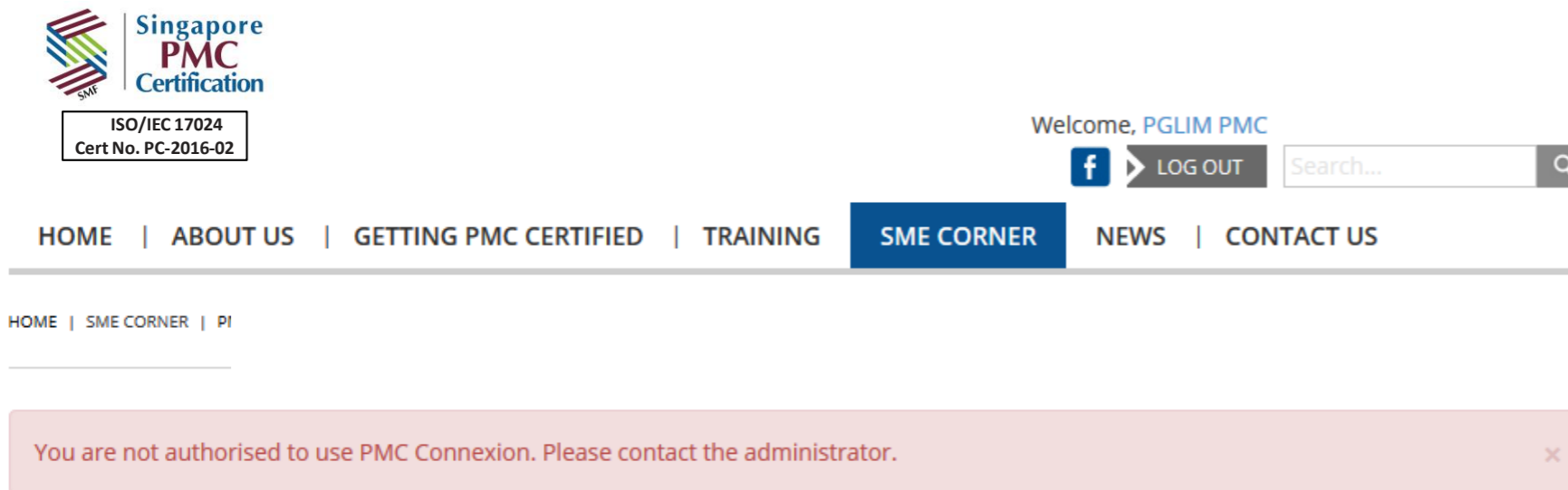
3. Login

Step 1. You can access PMC ConneXion via the following 2 ways:

- A. Access via the main navigation menu. Go under **SME Corner > PMC ConneXion > Dashboard** or,
- B. Visit your Profile page, click on the **PMC ConneXion** tab button

Step 2 Once you are logged in as a Company, for first-time user, you will be promoted whether you agree with the declaration and undertaking. If you wish to participate, click on the “Yes” button.

Figure 3.1



Terms and Conditions

PMC's Declaration and Undertaking for PMC ConneXion

In consideration of the Singapore PMC Certification Pte (“SPMCC”) providing me the PMC ConneXion service (the “Service”), I hereby agree that SPMCC reserves the right to terminate my use of the Service and its decision in this regard is final, with no obligation on its part to provide any reason for its decision.

I agree

I do not agree

- Once you are logged into PMC ConneXion, you will be presented with a PMC ConneXion's Dashboard. From the Dashboard, you can see the Quick Notifications and Projects. The Quick Notifications section provides the latest activity and updates for the Company. It also includes the Projects overview.

Figure 4.1

The screenshot displays the PMC CONNEXION dashboard interface. At the top left, the logo 'PMC CONNEXION' is visible, and at the top right, there is a 'How to use' help icon. Below the logo, a navigation bar contains four tabs: 'DASHBOARD' (highlighted in red), 'NOTIFICATIONS', 'REVIEWS', and 'PREFERENCES'. The main content area is divided into two sections. The first section, 'Quick Notifications', lists three recent updates from 30 Sep 2016: 'You have shortlisted Richard Lim for ACCORP Q4 FINANCIAL REPORT 2016', 'Your project ACCORP Q4 FINANCIAL REPORT 2016 has been approved', and 'You have agreed to the Terms & Conditions of PMC ConneXion'. The second section, 'My Projects (PMC)', features a search input field labeled 'Enter project title:' with a 'Search' button. Below this is a table with the following data:

Project Title	Job Listing Date	Company	Status	
ACCORP Q4 FINANCIAL REPORT 2016	30 Sep 2016	ABC Corp Ltd	PMC Awarded	View Project

At the bottom center of the dashboard, the number '1' is displayed.

5. Add a New Project

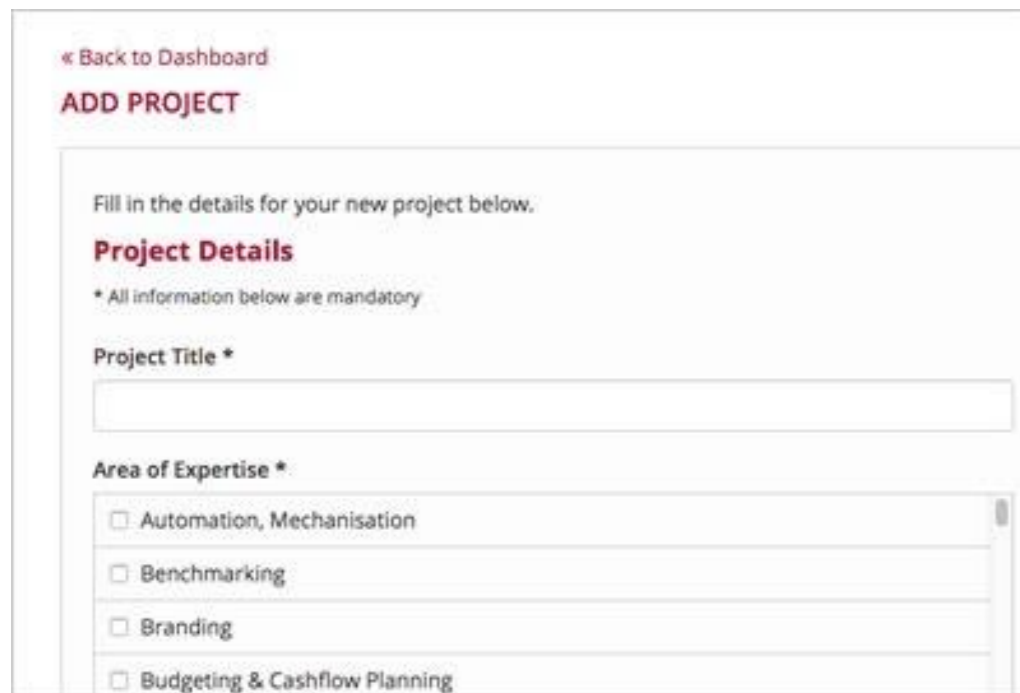
Step 1. From the Dashboard, click on the "Add Project" button.

Figure 5.1



Step 2. Fill in all the required information on the following page. You can save your project details as draft for further amendment. Once the project is submitted, it will be sent to SPMCC for approval. Once your project has been approved, it will then be sent to the matched PMCs to submit their proposal.

Figure 5.2

A screenshot of a web form titled "ADD PROJECT". At the top left, there is a link "« Back to Dashboard". Below the title, there is a heading "ADD PROJECT" and a sub-heading "Project Details". A note states "* All information below are mandatory". The form contains a text input field for "Project Title *" and a list of checkboxes for "Area of Expertise *". The checkboxes are: "Automation, Mechanisation", "Benchmarking", "Branding", and "Budgeting & Cashflow Planning".

- Company can shortlist up to 5 PMCs and to discuss with PMCs on their proposals
- If you do not shortlist or award the project to any of the PMCs before the 'Target Completion Date' indicated in your project, your project will automatically expired and you will need to add the project again.

Figure 6.1

The screenshot shows the 'PMC CONNEXION' dashboard. At the top, there are navigation tabs: DASHBOARD (selected), NOTIFICATIONS, REVIEWS, and PREFERENCES. A 'How to use' help icon is in the top right. Below the tabs is a 'Quick Notifications' section with three items dated 30 Sep 2016: 'You have shortlisted Richard Lim for ACCORP Q4 FINANCIAL REPORT 2016', 'Your project ACCORP Q4 FINANCIAL REPORT 2016 has been approved', and 'You have agreed to the Terms & Conditions of PMC Connexion'. Below this is a 'My Projects (PMC)' section with a search bar and a table of projects.

Project Title	Job Listing Date	Company	Status	
ACCORP Q4 FINANCIAL REPORT 2016	30 Sep 2016	ABC Corp Ltd	PMC Awarded	View Project

Figure 6.2

The screenshot shows the project details page for 'ACCORP Q4 FINANCIAL REPORT 2016'. At the top left is a 'Back to Dashboard' link. Below the project title is a 'Proposals' section with a notification: 'You have received proposal(s) for this project.' and two buttons: 'VIEW SHORTLISTED PMCS' and 'VIEW PROPOSALS'. Below this is a 'Project Details' section with the following information:

Project Title	ACCORP Q4 FINANCIAL REPORT 2016
Area of Consultancy Category	Automation, Mechanisation Benchmarking Branding Budgeting & Cashflow Planning Business Continuity Management (BCM) Business Excellence
Scope of work	This is the scope of work.....

7. Shortlist PMCs

Step 1. To shortlist a PMC, click on the **Project Name** at the Dashboard. In this page, you can review all of the PMCs whom has submitted proposals for your project.


Step 2. Click on the “**SHORTLISTED PMC**” button next to the PMC that you want to shortlist.

Figure 7.1

Shortlisted PMCs


List of shortlisted PMCs for this project. Choose one of the PMCs to award the project.

RICHARD LIM



PRINCIPAL CONSULTANT
ABC CORP
AREA OF EXPERTISE:
Branding
Budgeting & Cashflow Planning
Cost Optimisation
Crisis Management
Customer Centric Initiative (CCI)
International Business
Leadership Coaching
Marketing
Measurement System
Occupational Safety and Health Administration (OSHA)

ADDITIONAL AREA OF EXPERTISE:
ISO 9001:2008 (QMS) / ISO 14001:2004 (EMS) / ISO 50001:2011 (EnMS)
BS OHSAS 18001:2007 / SS 506 : PART 1 & PART 3
ISO 26001 : 2010 (CSR) / ISO 14064 : 2006
SS 540 / BS 25999 (BCM)
ISO 22000 : 2005 (FSMS) / ISO 27001 : 2005 (ISMS)
Environmental Sustainability Consulting / Energy Audit & Conservation
CONSASS Audit & Performance Improvement advisory
EHS Legal Compliance Audit / bizSAFE Program
QEHS Audit support for specific customer audit

 richard.lim@abccorp.com

Validity Date:
19 Feb 2015 - 19 Feb 2016

[VIEW PROPOSAL](#)

PMC AWARDED

8. Award Project to one of the shortlisted PMCs


- Step 1. To award the project to one of the shortlisted PMC, click on the **Project Name** at the Dashboard.
- Step 2. Click on the “**AWARD PMC**” button next to the Shortlisted PMC that you want to award the project.
- Step 3. Once you have awarded the project, the system will then proceed to send you contact details of the PMC via email.

Figure 8.1

Shortlisted PMCs

List of shortlisted PMCs for this project. Choose one of the PMCs to award the project.


RICHARD LIM




PRINCIPAL CONSULTANT
ABC CORP

AREA OF EXPERTISE:
 Branding
 Budgeting & Cashflow Planning
 Cost Optimisation
 Crisis Management
 Customer Centric Initiative (CCI)
 International Business
 Leadership Coaching
 Marketing
 Measurement System
 Occupational Safety and Health Administration (OSHA)

ADDITIONAL AREA OF EXPERTISE:
 ISO 9001:2008 (QMS) / ISO 14001:2004 (EMS) / ISO 50001:2011 (EnMS)
 BS OHSAS 18001:2007 / SS 506 ; PART 1 & PART 3
 ISO 26001 : 2010 (CSR) / ISO 14064 : 2006
 SS 540 / BS 25999 (BCM)
 ISO 22000 : 2005 (FSMS) / ISO 27001 : 2005 (ISMS)
 Environmental Sustainability Consulting / Energy Audit & Conservation
 CONSASS Audit & Performance Improvement advisory
 EHS Legal Compliance Audit / bizSAFE Program
 QEHS Audit support for specific customer audit

 richard.lim@abccorp.com

Validity Date:
19 Feb 2015 - 19 Feb 2016

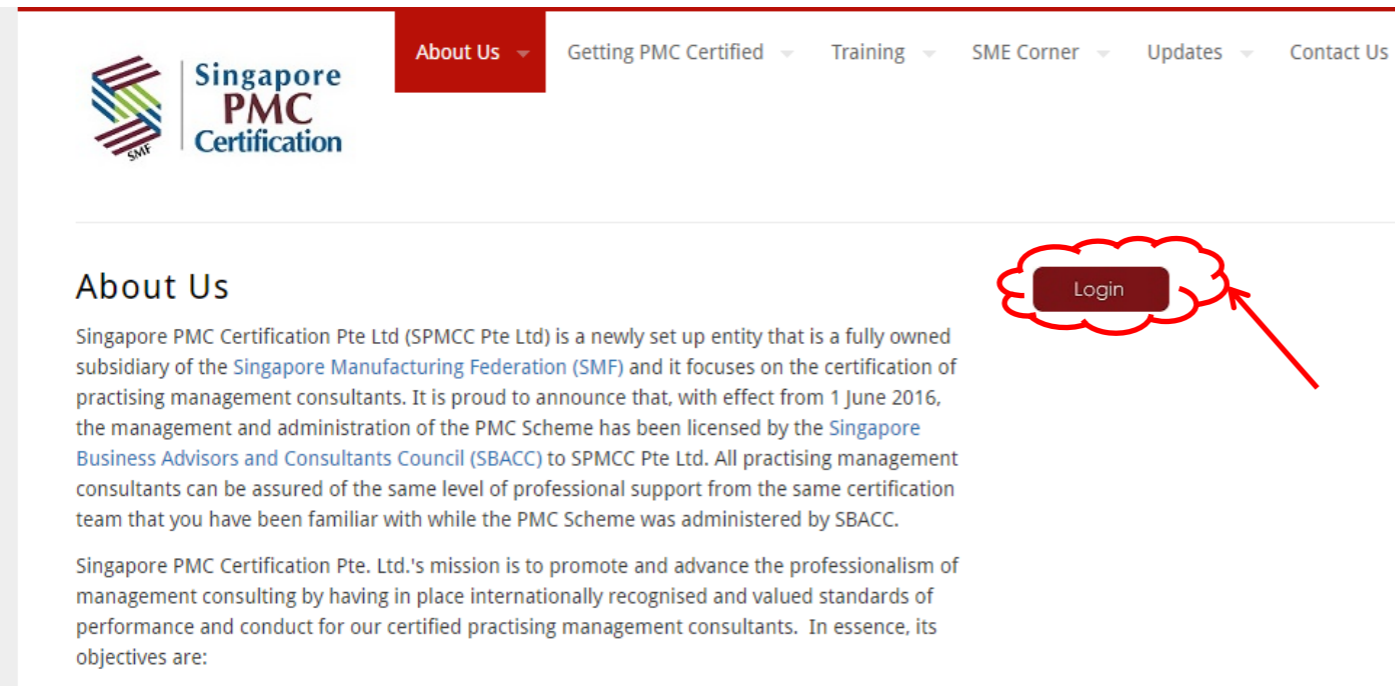
[VIEW PROPOSAL](#) 

PMC AWARDED

10. Reset Password

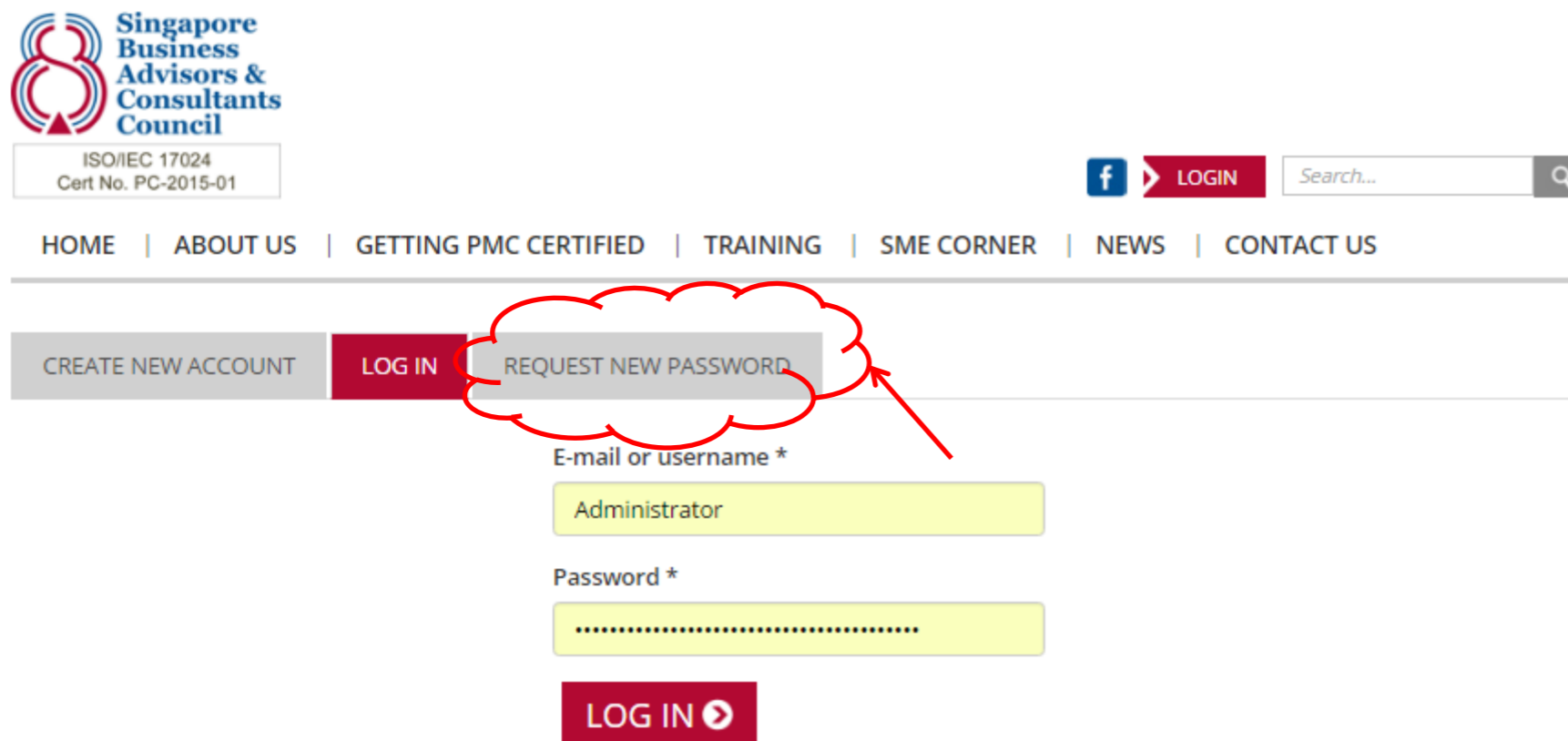
Step 1. Goto www.pmccertification.sg and click on the “Login” button

Figure 10.1



Step 2. Click on “Request New password” button

Figure 10.2



10. Reset Password

Step 3. Key in your **email address** and click on the “**Email New Password**” button

Figure 10.3

The screenshot shows the website header for the Singapore Business Advisors & Consultants Council. It includes the organization's logo, ISO/IEC 17024 certification information, and a navigation menu with links for HOME, ABOUT US, GETTING PMC CERTIFIED, TRAINING, SME CORNER, NEWS, and CONTACT US. A search bar and a LOGIN button are also present. Below the navigation, there is a 'User account' section with links for 'CREATE NEW ACCOUNT', 'LOG IN', and 'REQUEST NEW PASSWORD'. The 'REQUEST NEW PASSWORD' button is highlighted in red. Below this, there is a form with an 'E-mail *' label, an empty text input field, and a red button labeled 'E-MAIL NEW PASSWORD' with a right-pointing arrow. A red cloud-like shape highlights the input field and the button, with an arrow pointing to the button.