Vehicle System/ Component Certification Application System Instruction



Date: 28 July, 2014



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> How to access the system

• Using internet browser to contact to http://b2c.vscc.org.tw



- Input your company's <u>Username and Password</u>, and then click on "Login".
 - *The Username and Password are same as CTAS.Net you used before. If you have any problem about entering the system, please send an e-mail to ctas@vscc.org.tw(contact person: Ms. Shu-Ling Nien).





How to access the system

• If you enter the system successfully, you can see the below page.



Function of each button

Company's Profile

You can review the company's profile you registered in our system, maintain the contact information of your company, and change the password. Also, you can apply for the modification of company's profile.

Examination Report

Applying for the examination report(new application, extension, modification, renewal and reissue)

➤ Conformity of Production(COP)

Applying for the modification of COP plan, checks of annual reports and on-site checks.

➤ See/Leave Comment to Application

If we have any comment to your application case after we examine, we'll leave the comment here. You can also reply the comment to have the communication with us.

> Search Area

You can check the progress and pay list of the application case.

> Print Report

You can print the finished report by yourself, including Examination Report, Examination Report for Conformity of Production, Notification of Registration.

Remark: VSCC will not send you paper report.



Company's Profile

• Click on "Company's Profile"



 The start page of Company's Profile below shows the name/address of company, contact information, applied regulation items, registered factories and registered documents.





➤ <u>Company's Profile</u> _Modification of Company's Profile

You need to apply for the modification of company's profile if you would like to <u>modify the name/address of company</u>, <u>modify the name/address of registered factory</u>, <u>add new factory</u>, <u>change/add applied regulation items</u>, <u>change the president and change the registered stamp/signature</u>.

- 1. Click on "Modification of Company's Profile"
 - 2. You can modify the Name of company, Address of company and Name of president.
 - 3. Click on "Next".



4. You can modify the <u>name/address of registered factory</u>, <u>add new factory</u>, <u>change/add applied regulation items</u>, <u>change the president and change the registered stamp/signature</u>.





Company's Profile _Modification of Company's Profile

After completing all modification and uploading necessary documents, please click on "Submit". Finally the system will appear the pop-up window showing "Submitted successfully, the application index is...", this means this case is submitted to VSCC successfully. We will start to examine this application case of modification of company's profile.





> Company's Profile_Maintenance of contact information

If you want to <u>change the name of company for short</u>, <u>phone/fax/email of company</u> and <u>change/add</u> <u>contact person</u>, please go to "Maintenance of Contact Information".

• Click on "Maintenance of Contact Information".



- 1. You can change <u>name of company for short</u>, <u>phone/fax/email of company</u> and <u>change/add</u> <u>contact person</u> by yourself.
 - 2. Click on "Add contact person" if you want to add the contact person of your company. After completing, click on "Save".

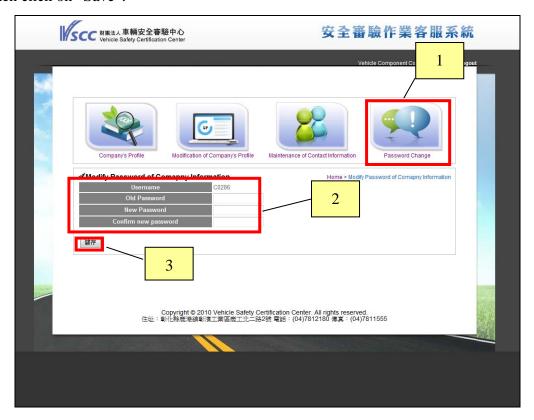




> Company's Profile_Password Change

If you want to change the password, please go to "Password Change".

- 1. Click on "Password Change".
 - 2. Input old password, new password and confirm new password.
 - 3. Then click on "Save".





Examination Report_Start to apply the examination report

If you want to apply for the examination report(new application, extension, modification, renewal and reissue), please go to "Examination Report".

Click on "Examination Report"



• The first page below shows the list of application cases, including the temporary cases and the formal application cases. You can identify by the first letter easily, the first letter "T" means the temporary case, the first letter "A" means the formal application case.

The temporary case means this case has not been sent to VSCC yet, therefore you can delete it anytime if you want. The formal application case means you already submitted to VSCC before, however this application case shall be corrected after we examine. You can go to "See/Leave Comment to Application" to see our comment to your application case which needs to be corrected.





Examination Report_Start to apply the examination report

- 1. If you want to delete the temporary case, click on "Delete".
 - 2. If you want to correct the application case after our examination, select the index of formal application case then click on the link.





Examination Report_Start to apply the examination report

If you want to apply for the examination report(new application, extension, modification, renewal and reissue), please see following instruction.

• Click on "Application of Examination Report".



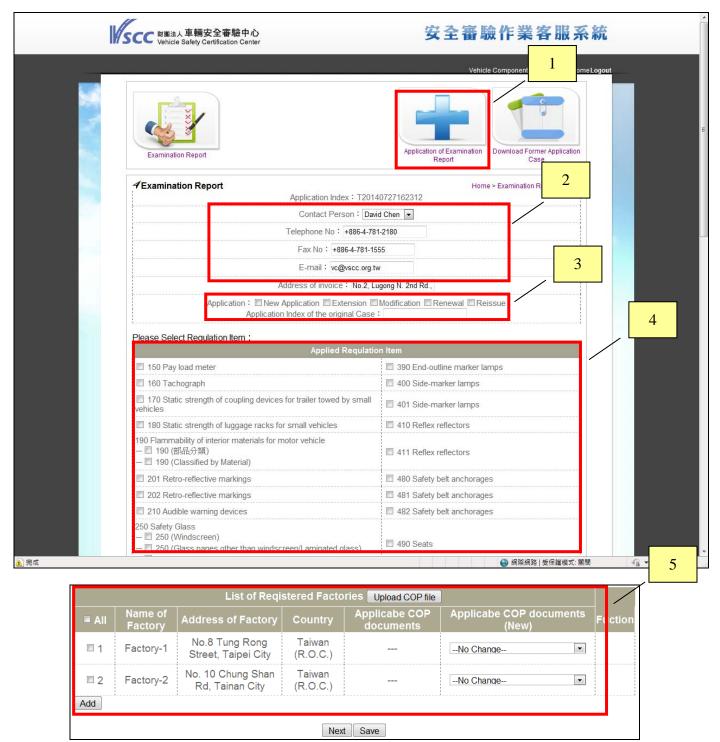
The function of "Download Former Application Case": In case the application case you want to apply this time is similar to your former application case. In order to improve the efficiency and save time, you can use the data of former application case and take application after revising it.





Examination Report_Application form

- 1. Click on "Application of Examination Report".
 - 2. Select the contact person, and then the telephone/fax/email will inputted automatically by system.
 - 3. Select the application category. Please remember to fill in the application index when you apply for extension, modification, renewal and reissue.
 - 4. Select the regulation item you want to apply this time.
 - * For combination lamps(for example: A rear lamp consists of direction indicator, stop lamp and reversing lamp), the regulation item could be multiple selections.
 - 5. Select the factory and its applicable COP, please see next page for detail instruction.





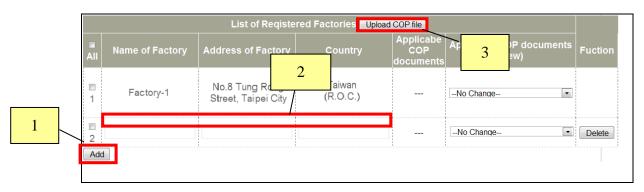
Examination Report_List of registered Factories and COP

Please see following instruction for the factory and its applicable COP.

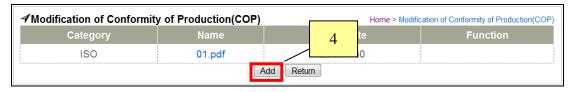
• 1. Select the factory, single selection or multiple selections. And the system will bring its applicable COP.



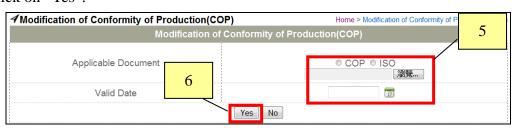
- If you want to add the new factory
 - 1. Click on "Add".
 - 2. Fill in the name/address of factory and its country.
 - 3. Click on "Upload COP file" to upload the COP document for the new add factory.



4. Click on "Add" to upload the COP document.



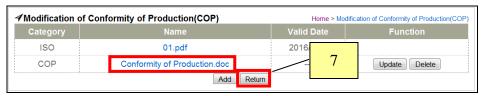
- 5. Select "COP" or "ISO", and upload the COP documents. Fill in valid date if you upload the ISO certificate.
- 6. Click on "Yes".



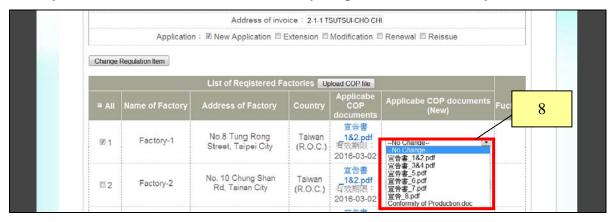


➤ Examination Report_List of registered Factories and COP

7. You can find the latest COP document you uploaded, click on "Return".



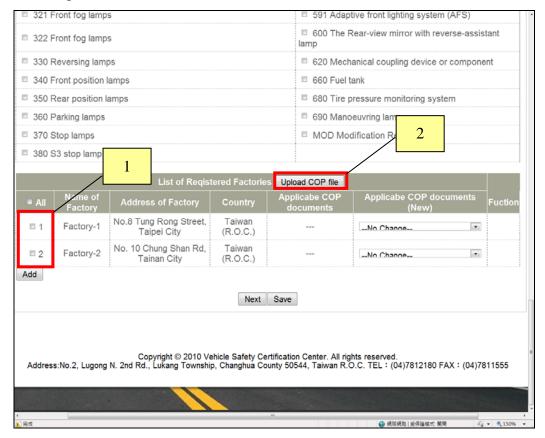
8. Then you can select the latest COP document you uploaded for the factory.





➤ Examination Report_List of registered Factories and COP

- If you want to modify the COP of factory
 - 1. Select the factory first.
 - 2. Click on "Upload COP file".



3. Click on "Add".





Examination Report_List of registered Factories and COP

- 4. Select "COP" or "ISO", and upload the COP documents. Fill in valid date if you upload the ISO certificate.
- 5. Click on "Yes".



6. You can find the latest COP you uploaded, click on "Return".



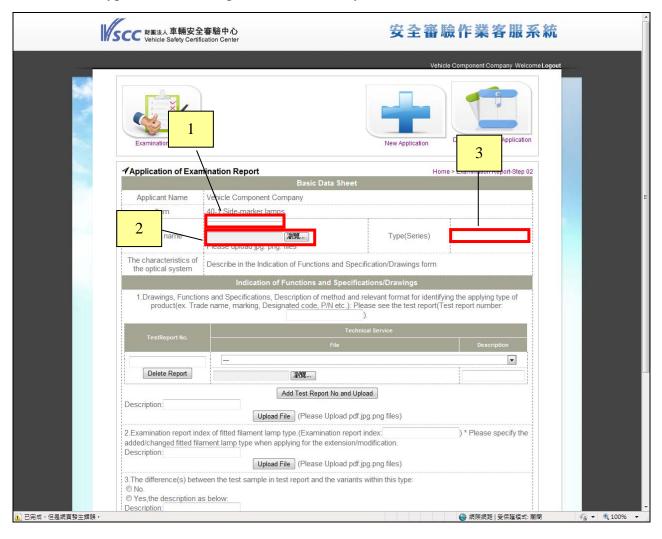
7. Then you can select the latest COP you uploaded for the factory.





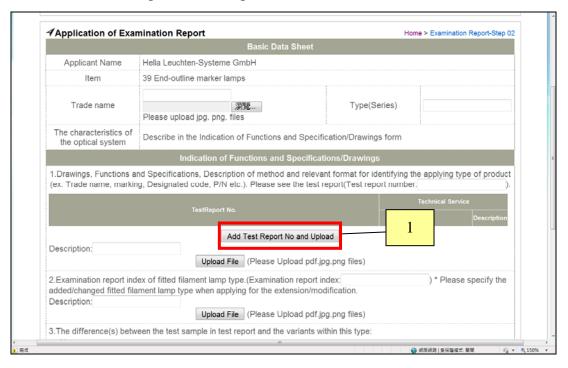
Examination Report_Basic Data Sheet

- 1. Fill in the trade name.
 - 2. In case your trade name is a logo, please upload the drawing of logo.
 - 3. Fill in type name and complete other necessary blanks.

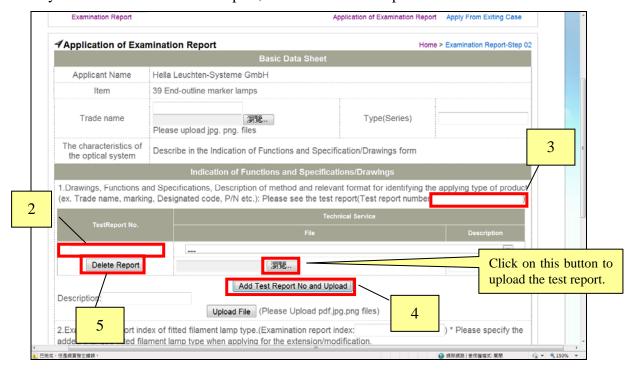




• 1. Click on "Add Test Report No and Upload".

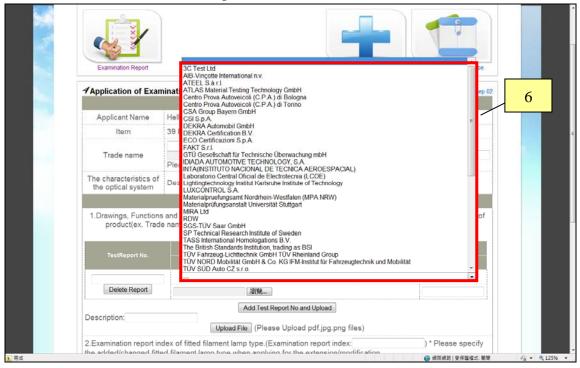


- 2. Fill in the test report number and upload the test report.
- 3. The test report number will be inputted automatically in the blank of test report number.
- 4. In case you have more than 1 test report, click on "Add Test Report No and Upload" again to fill in and upload other test reports.
- 5. If you want to delete the test report, click on "Delete Report".

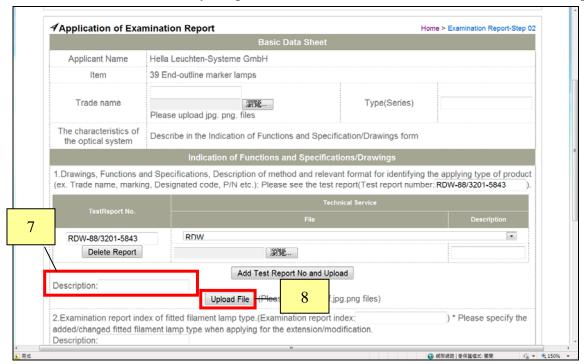




6. Select the technical service of test report.

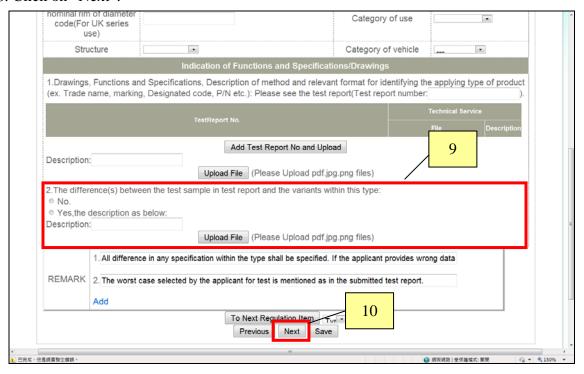


- 7. If you want to have the description for the item of "1. Drawings, Functions and Specifications, Description of method.....", you can leave the text in the blank of description.
- 8. Click on "Upload File" if you have document for the item of "1. Drawings, Functions and Specifications, Description of method......".
 - *Please note that the document you uploaded here will be the attachment of examination report.



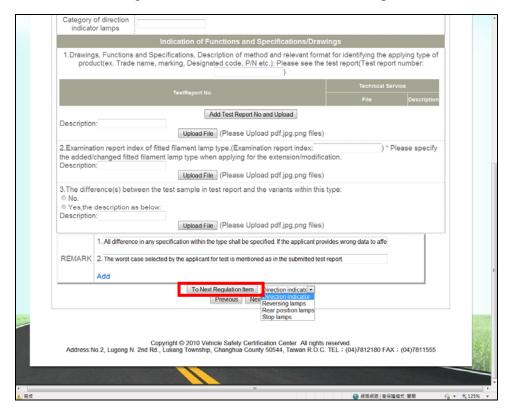


- 9. Select "No" or "Yes for the item of "The difference(s) between the test sample in the test report and the variants within this type". If you select "Yes, the description as below", please remember to have the description in the blank. Click on "Upload File" if you have document for the description.
 - *Please note that the document you uploaded here will be the attachment of examination report.
- 10. Click on "Next".

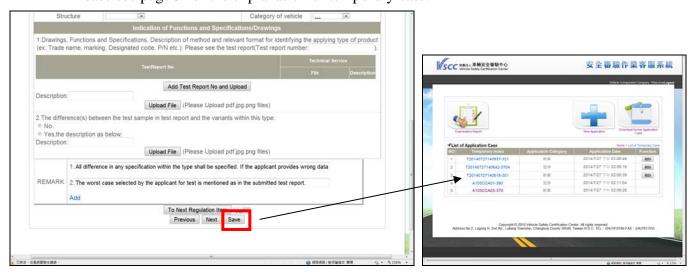




• Function of "To Next Regulation Item": For the combination lamps, you can click on "To Next Regulation Item" to change the basic data sheet of different lamp.



- Function of "Save": Each page you can find the button of "Save". If you want to save the data of this application case, click on "Save". Then this case will be saved in the system as temporary case. You can find this temporary case* in the first page of examination report.
 - * Please see page 9 for the explanation of temporary case.





Examination Report_Upload Relevant Documents

- 11. You can upload the authorization letter, explanation document such as summary of modification, explanation of extension and others in the area of "Upload Relevant Documents".
- 12. Check the item of "I already confirmed the".
- 13. Click on "Submit".



14. Then the system will appear the pop-up window showing "Do you want to submit the application case to VSCC...?".





> Examination Report

15. After your confirmation, the system will appear the pop-up window showing "Submitted successfully, the application index is". When you see this window which means this application is submitted to VSCC formally. We will start to examine your application case.





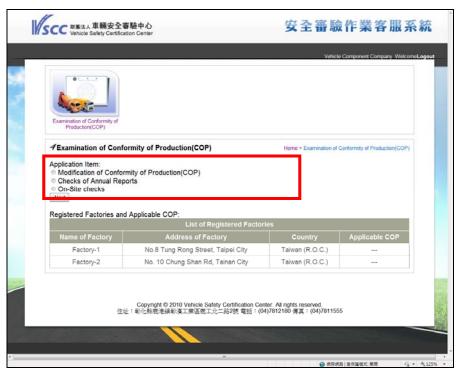
➤ Conformity of Production(COP)

If you want to apply for the modification of COP, checks of annual reports and on-site checks, please see following instruction.

• Click on "Conformity of Production(COP)".



• The page below shows the application page of "Modification of Conformity of Production(COP)", "Checks of Annual Reports" and "On-Site Checks". You can select which one you want to apply for.

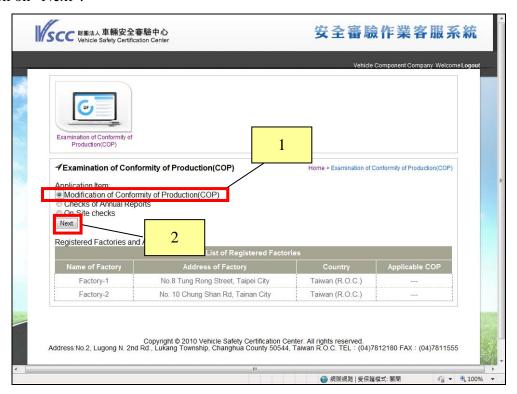




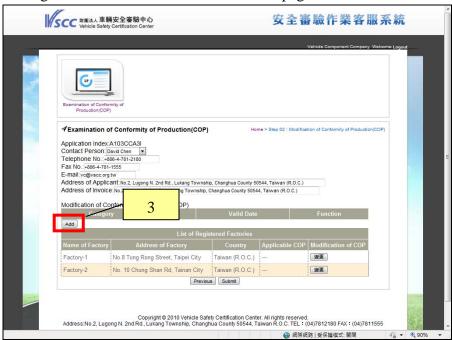
➤ Conformity of Production(COP)_Modification of Conformity of Production(COP)

If you want to apply for the modification of conformity of production(COP), please see following instruction.

- *When you apply for the examination report, you can also do the modification of production(COP) at the same time. Please see page 15 for detailed instruction.
- 1. Click on "Modification of Conformity of Production(COP)".
 - 2. Click on "Next".



- 3. Click on "Add" to upload the COP file.
- 4. The following instruction is same as mentioned in page 18.





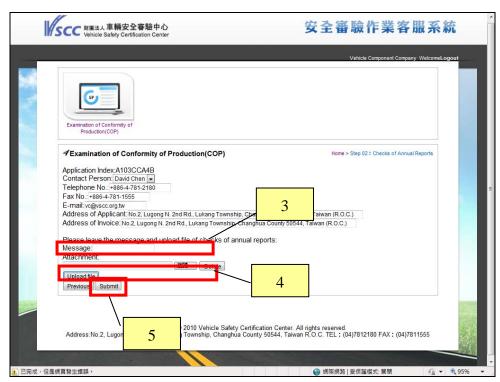
➤ Conformity of Production(COP)_Checks of Annual Reports

If you want to apply for the checks of annual Reports, please see following instruction.

- 1. Click on "Checks of Annual Reports".
 - 2. Click on "Next".



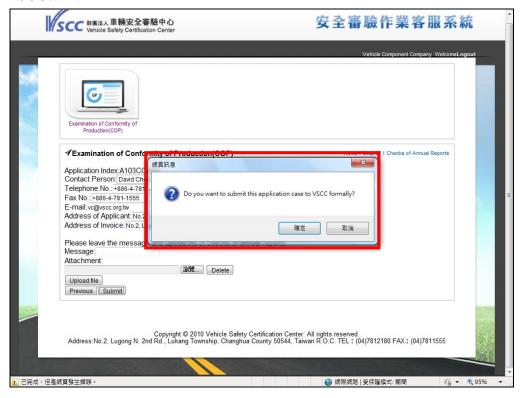
- 3. To leave the message if necessary.
- 4. Click on "Upload file" to update the documents of annual reports.
- 5. Click on "Submit".



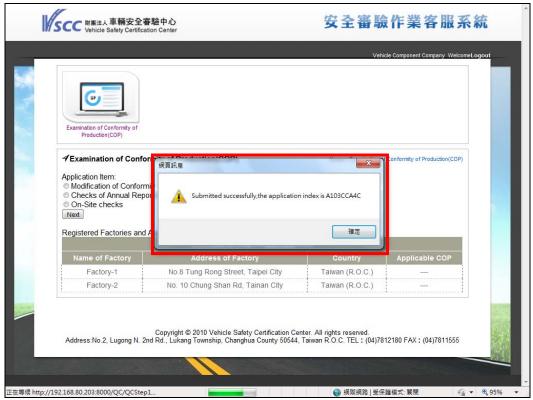


➤ Conformity of Production(COP) _Checks of Annual Reports

6. The system will appear the pop-up window showing "Do you want to submit this application case to VSCC...?".



7. After your confirmation, the system will appear the pop-up window showing "Submitted successfully, the application index is". When you see this pop-up window, this means this application is submitted to VSCC formally. We VSCC will start to examine your application case.





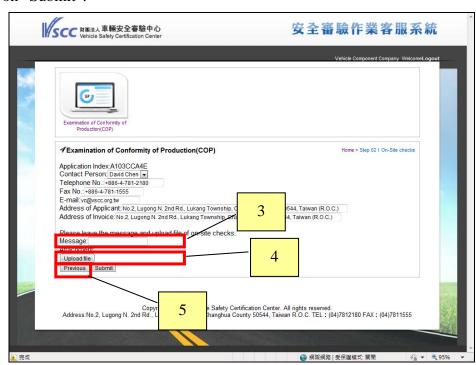
➤ Conformity of Production(COP)_On-Site Checks

If you want to apply for the on-site checks, please see following instruction.

- 1. Click on "On-Site Checks".
 - 2. Click on "Next".



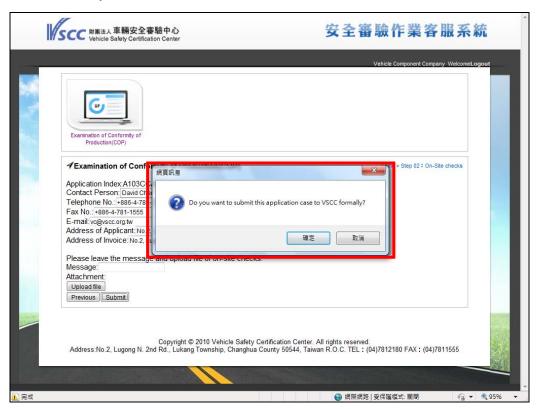
- 3. To leave the message if necessary.
- 4. Please click on "Upload file" to update the documents of annual reports.
- 5. Click on "Submit".



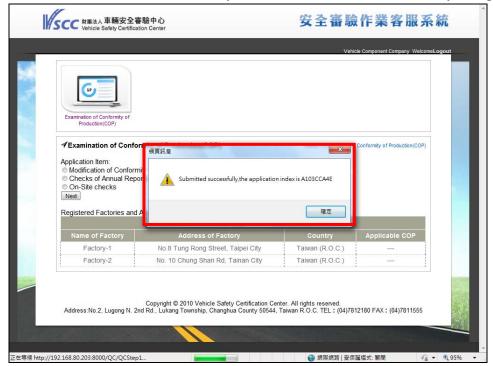


➤ Conformity of Production(COP) _On-Site Checks

6. The system will appear the pop-up window showing "Do you want to submit this application case to VSCC formally?"



7. After your confirmation, the system will appear the pop-up window showing "Submitted successfully, the application index is". When you see this pop-up window, this means this application is submitted to VSCC formally. We VSCC will start to examine your application case.





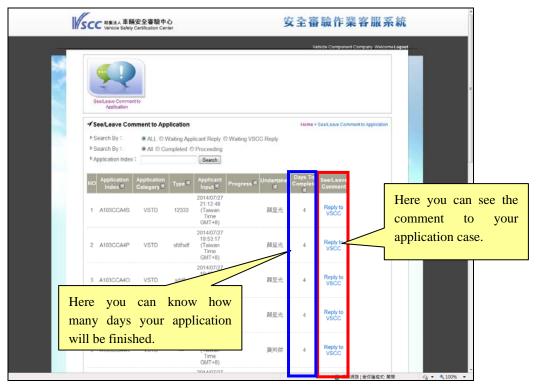
➤ See/Leave Comment to Application

If we have the comment to your application case after we examine, we'll leave the comment here. You can also reply the comment here, to have the communication with us.

• Click on "See/Leave Comment to Application".



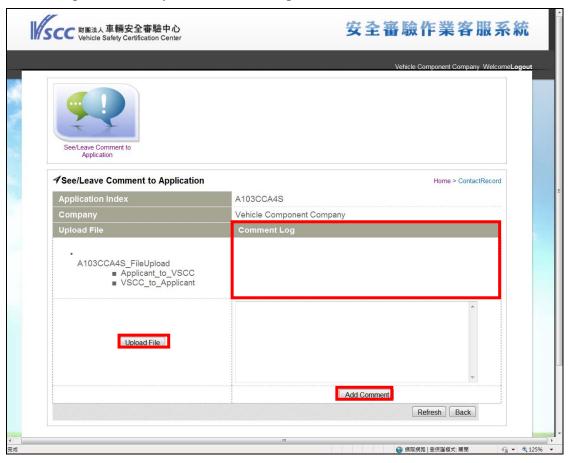
• If you want to see the comment, same as CTAS. Net you used before, Click on "Reply to VSCC". Here you can also review the days to complete for your application case.





➤ See/Leave Comment to Application

- 1. Click on "Add Comment", you can leave the message.
- 2. The Comment Log display the history log.
- 3. Click on "Upload File" if you would like to upload file.





> Search Area

You can check the progress of the application case and the pay list.

• Click on "Search Area".



You can search by the application index, trade name, application category, progress, contact person... and so on. Also, you can review the payment of application by click on "Application and Pay List".







> Print Report

You can print the finished report by yourself, including Examination Report, Examination Report for Conformity of Production, and Notification of Registration.

• Click on "Print Report".



You can search the finished report by application index, regulation item, type and issue date of report.

