

User Manual

SISTEM NOTIS JUALAN MURAH (NJM)
KPDNHEP

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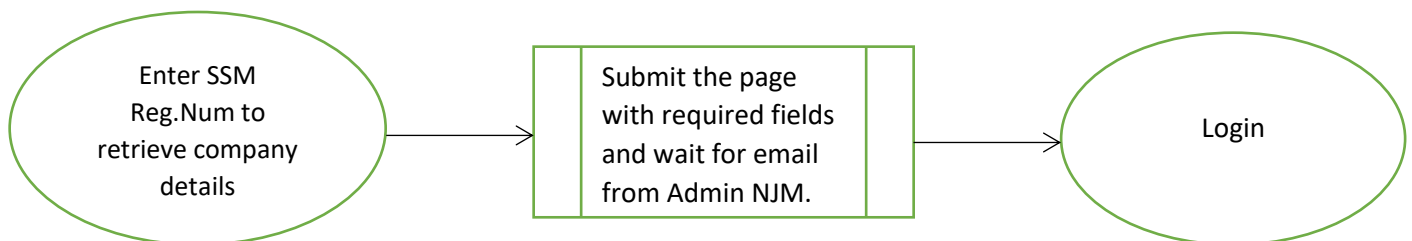
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1 Introduction

Sistem Notis Jualan Murah (NJM) a.k.a Cheap Sale Notice System developed by Kementerian Perdagangan Dalam Negeri Dan Hal Ehwal Pengguna (KPDNHEP) for companies (applicant) to apply cheap sale notices online. Since 2020, approval process of cheap sale notice is fully automated. There won't be any dependency on KPDNHEP, as long as application criteria is met, applicant shall get the cheap sale notice immediately after submission.

2 Applicant Registration

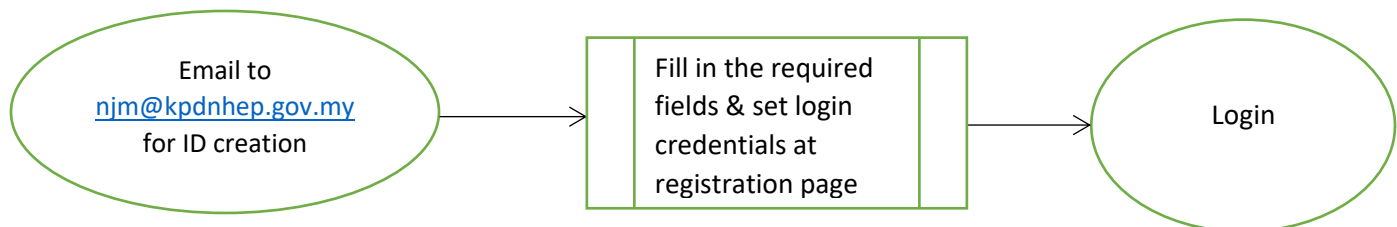
2.1 SSM Companies Registration



SSM registered companies are able to complete the registration in the system without intervention of KPDNHEP. Enter SSM Company Registration Number e.g. 123456-D to proceed to registration.

See figure 2.1.

2.2 LLP & PBT Companies Registration



Email LLP/PBT certificate to abovementioned for KPDNHEP to create company profile. You can then use the ID to complete the registration process in the system.

See figure 2.1.

User Manual – Cheap Sale Notice System
Kementerian Perdagangan Dalam Negeri Dan Hal Ehwal Pengguna (KPDNHEP)

Company Information	Branch Information
Registration No.* Registration No. Find Company Name* Company Name Store Name* Store Name Registration Date* Business Standard Select One Business Type Select One Business Sector Select One Website URL Website URL	KPDNHEP Branch* Select One
Personal Information	Address
Full Name* Full Name ID No.* ID No. Email* Email Mobile No.* Mobile No. Nationality* Select One Position* Select One	Street* Street Postcode* Postcode Country* Malaysia State* Select One City* Select One
SSM Document Upload* Accepted format: .png, .jpg, .jpeg, .pdf Maximum Number of Document: 2 Add Document	
Cancel	Register

Figure 2.1 Registration page

3 Access to System

3.1 Login

For Applicants, once your company is registered, Registrar will need to approve the registration before the Applicants can login into the system.

For Registrar, you may login with login information provided by System Admin. See figure 3.1.

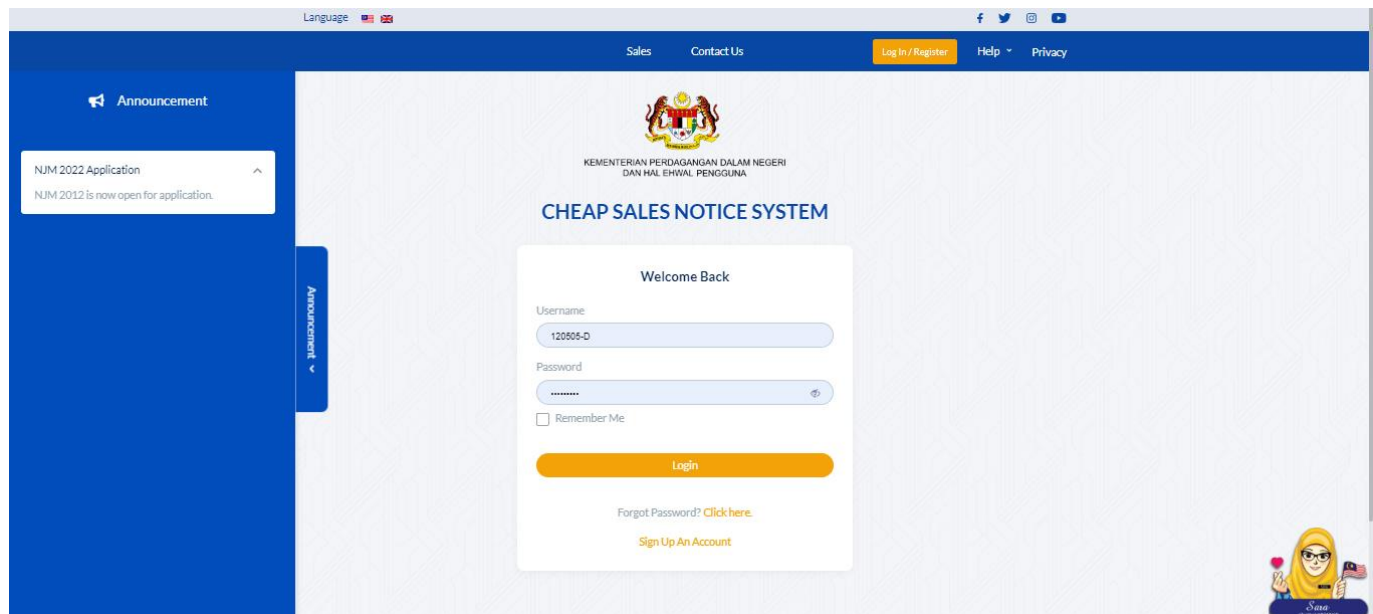
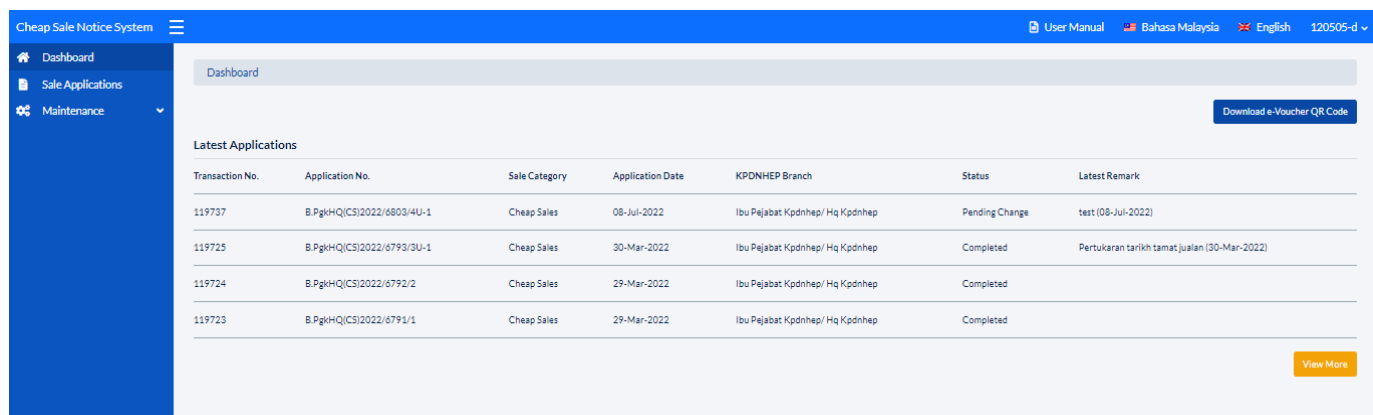


Figure 3.1 Login Page

3.2 Main Menu (Left Side Bar)

Once you are logged in, you shall be presented with the following “Login successful” screen and dashboard. See figure 3.2.



Transaction No.	Application No.	Sale Category	Application Date	KPDNHEP Branch	Status	Latest Remark
119737	B.PgKHQ/CS/2022/6803/4U-1	Cheap Sales	08-Jul-2022	Ibu Pejabat Kpdnhep/ Hq Kpdnhep	Pending Change	test (08-Jul-2022)
119725	B.PgKHQ/CS/2022/6793/GU-1	Cheap Sales	30-Mar-2022	Ibu Pejabat Kpdnhep/ Hq Kpdnhep	Completed	Pertukaran tarikh tamat jualan (30-Mar-2022)
119724	B.PgKHQ/CS/2022/6792/2	Cheap Sales	29-Mar-2022	Ibu Pejabat Kpdnhep/ Hq Kpdnhep	Completed	
119723	B.PgKHQ/CS/2022/6791/1	Cheap Sales	29-Mar-2022	Ibu Pejabat Kpdnhep/ Hq Kpdnhep	Completed	

Figure 3.2 Dashboard of user.

Figure 3.3 shows the Action menu, which covers Application module and maintenance for company profile module.

Figure 3.3 Action menu

Figure 3.4 shows the Report menu, which covers Application Report, Application Detail Report, Premise Report and Yearly Report, Price Comparison Report and Location Based Cheap Sales Report.

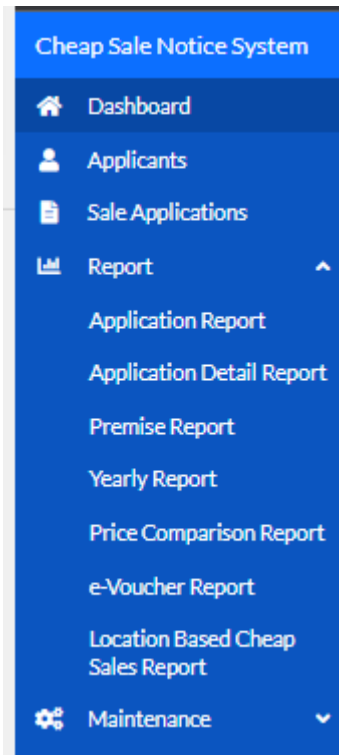


Figure 3.4 Report Menu

Figure 3.5 shows the Maintenance menu, which covers all the maintenance or configuration modules in this system.

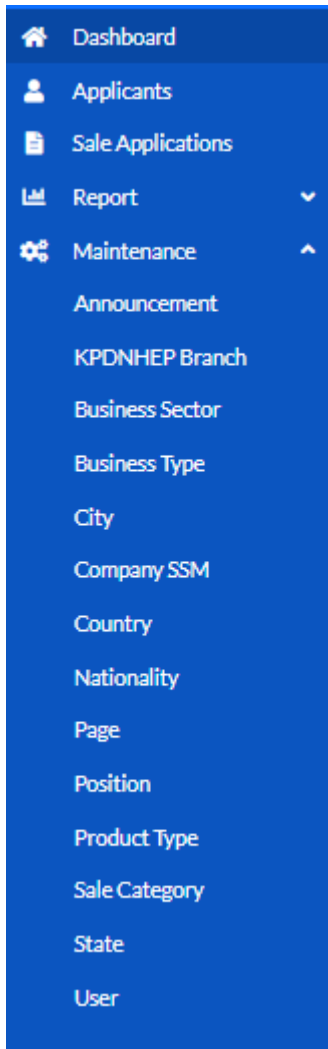


Figure 3.5 Maintenance Menu

3.3 User Profile Menu (Top Right)

Figure 3.6 shows the language selection menu and user profile menu. Once the user profile menu is clicked, it shall show user information such as username, full name and user type. User shall be able to use the “Change Password” menu item to change their password. And user may logout from the system using the “Logout” menu item.

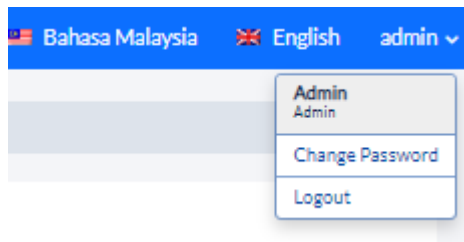


Figure 3.6 User Profile Menu

3.4 Dashboard

3.4.1 Dashboard for Applicant

Applicant's Dashboard is showing the **Latest 10 Applications** applied by this applicant.

Data shown in the latest application table are as follows:

- **Transaction No.**
- **Application No.**
- **Sale Category**
- **Application Date**
- **KPDNHEP Branch**
- **Status**
- **Latest Remark**

A screenshot of the Applicant's Dashboard in the Cheap Sale Notice System. The dashboard has a sidebar with 'Dashboard', 'Sale Applications', and 'Maintenance' (with a dropdown arrow). The main content area is titled 'Dashboard' and contains a 'Latest Applications' table. The table has columns: Transaction No., Application No., Sale Category, Application Date, KPDNHEP Branch, Status, and Latest Remark. There are four rows of data. A 'Download e-Voucher QR Code' button is in the top right, and a 'View More' button is at the bottom right of the table.

Transaction No.	Application No.	Sale Category	Application Date	KPDNHEP Branch	Status	Latest Remark
119737	B.PgKHQ/CS/2022/6803/4U-1	Cheap Sales	08-Jul-2022	Ibu Pejabat Kpdnhqp/ Hq Kpdnhqp	Pending Change	test (08-Jul-2022)
119725	B.PgKHQ/CS/2022/6793/3U-1	Cheap Sales	30-Mar-2022	Ibu Pejabat Kpdnhqp/ Hq Kpdnhqp	Completed	Pertukaran tarikh tamat jualan (30-Mar-2022)
119724	B.PgKHQ/CS/2022/6792/2	Cheap Sales	29-Mar-2022	Ibu Pejabat Kpdnhqp/ Hq Kpdnhqp	Completed	
119723	B.PgKHQ/CS/2022/6791/1	Cheap Sales	29-Mar-2022	Ibu Pejabat Kpdnhqp/ Hq Kpdnhqp	Completed	

Figure 3.4.1.1 Applicant's Dashboard

3.4.2 Dashboard for Registrar

Registrar will be able to monitor Applications that are in “Awaiting for Checking” status. The Total Checked section shows the number of application being checked by the logged in user for the current month.

There are 2 graphs in Registrar's Dashboard:

- The **Donut** chart shows the overall application in different statuses
- The **Line** graph shows the **Total Application** and **Completed Application** by month in the current year

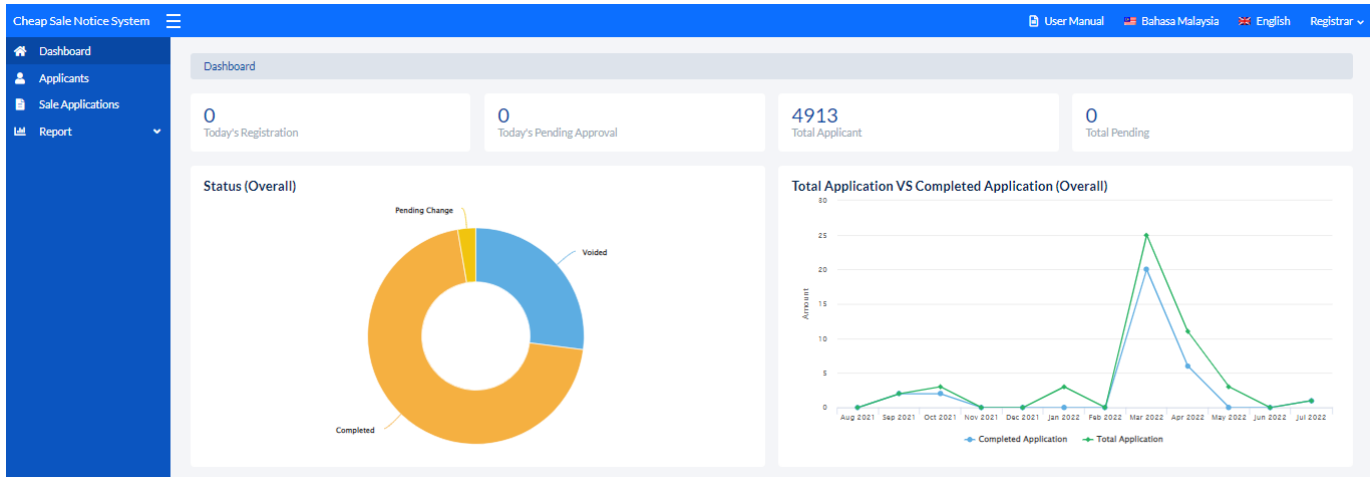


Figure 3.4.2.1 Registrar's Dashboard

3.4.3 Dashboard for Admin

Admin shall have access to all modules and able to monitor Applications in “Today Applicant” and also “Total Applicant” count. The Today Pending and Total Pending are showing the number of applications that have not yet been checked.

Similar to other users, there are 2 graphs:

- The **Donut** chart shows the overall application in different statuses
- The **Line** graph shows the **Total Application** and **Completed Application** by month in the current year

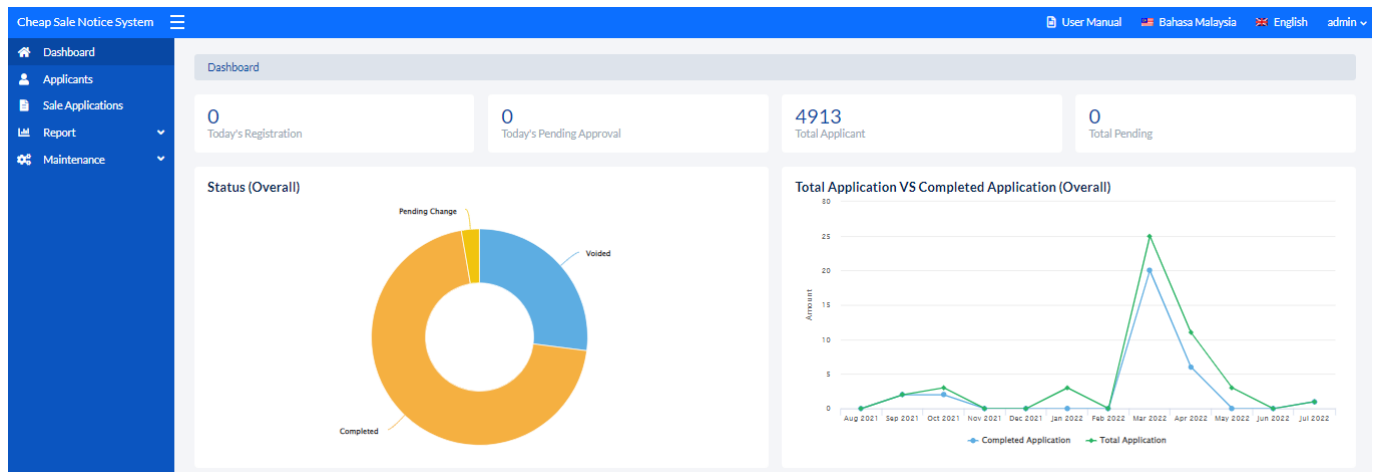
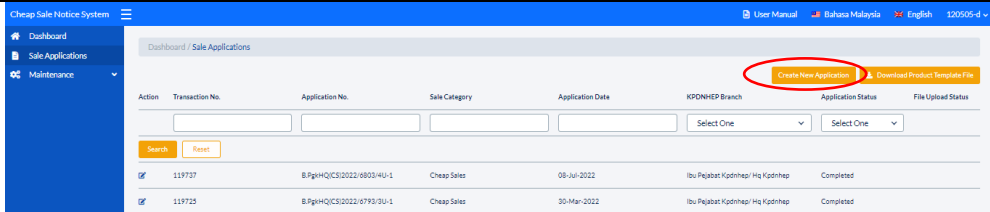
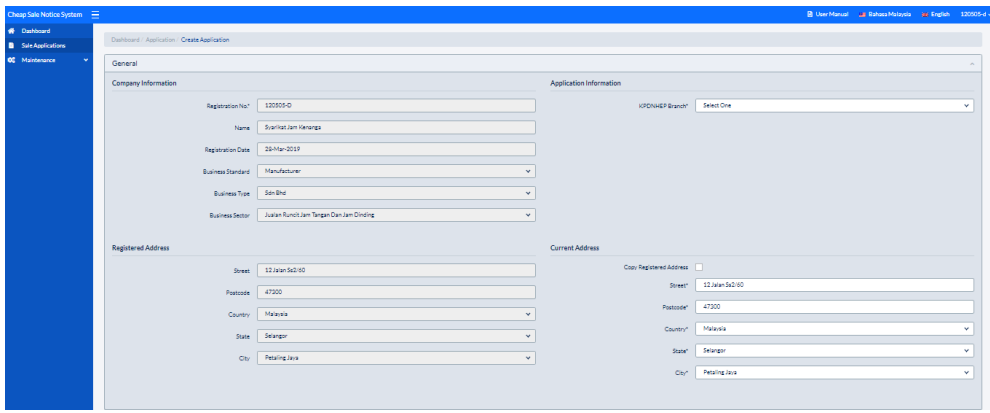


Figure 3.4.4.1 Admin's Dashboard

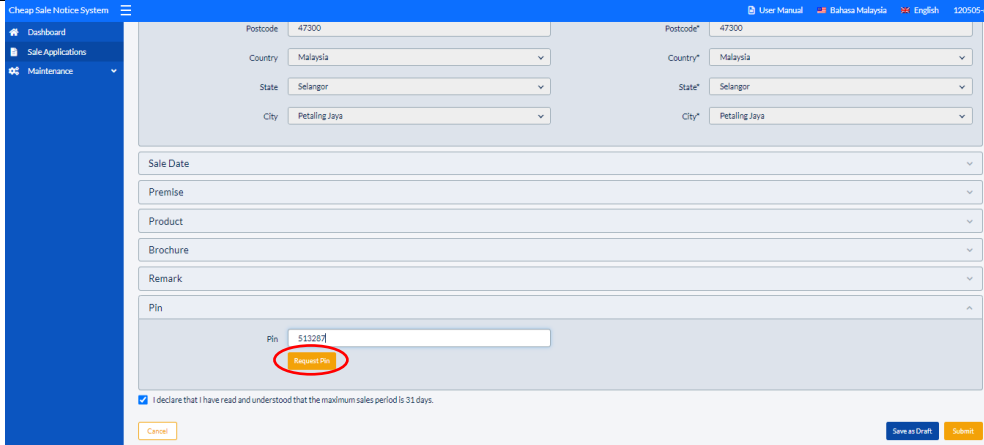
4 Application Process Flow

Process flow starts from **creating first premise**, company with existing premises can proceed to application. Applicant can opt to submit application immediately after key in PIN or save the application as draft. After successful submission, the cheap sale notice is ready to be printed out. However, applicant may **cancel the cheap sale notice at any point of time**, as long as the sale has not started (**24 hours before the sale**).

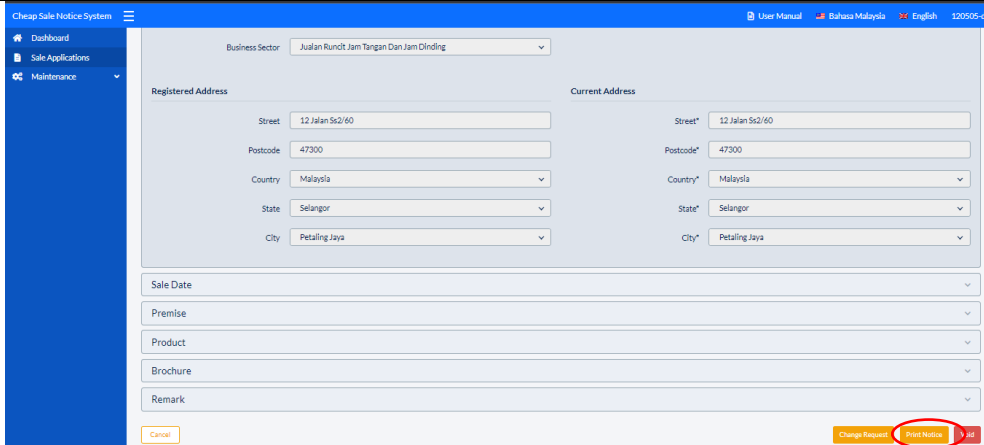
4.1 Applicant: Save as Draft

Action	Result
- Login to NJM system - Click on “Create New Application” button - Fill in all required fields - Click “Save” button to store application as draft	 Figure 4.1.1 Create application  Figure 4.1.2 Application form

4.2 Applicant: Submit Application

Action	Result
- Click “Request PIN” for PIN number - Applicant shall receive the PIN via email - Enter the PIN - Click “submit” button to submit the application	 Figure 4.2.1 Request PIN

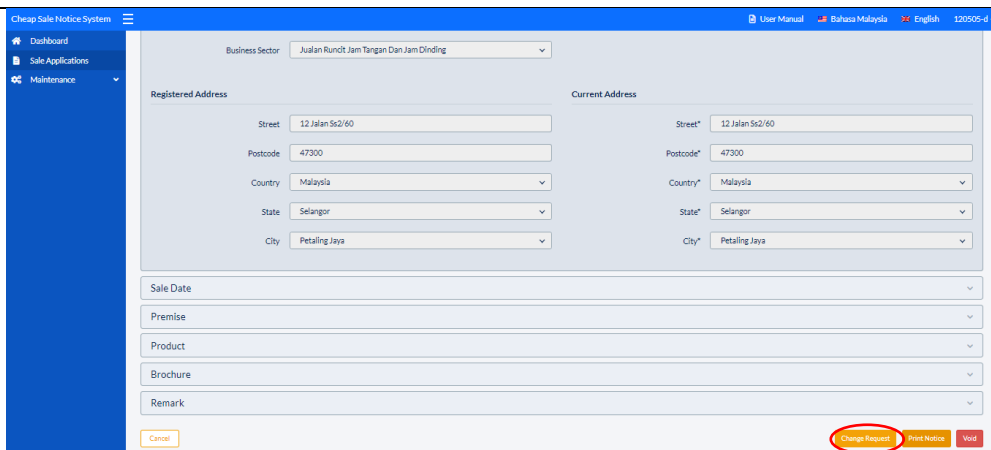
4.3 Applicant: Print Notice PDF

Action	Result
- Search and pick the relevant application - Click on the button under the "Action" column - Click “Print Notice” button - Check the PDF	 Figure 4.5.1 Print Notice button

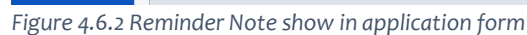
	 NOTIS diterima oleh KPDNHEP No Pendaftaran : B.PgkHQ(CS)2022/6803/4U-1 Tarikh: Sah dari 17-Jul-2022 hingga 31-Jul-2022				
	PENGESAHAN PENERIMAAN NOTIS OLEH PEJABAT KEMENTERIAN PERDAGANGAN DALAM NEGERI DAN HAL EHWAL PENGGUNA: IBU PEJABAT KPDNHEP/ HQ KPDNHEP				
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COP RASMI PEJABAT: 	B.PgkHQ(CS)2022/6803/4U-1				
					

Figure 4.5.2 Printed PDF notice

4.4 Applicant: Change Request

Action	Result
- Search and pick the relevant application - Click on the button under the "Action" column - Click “Change Request” button	 Figure 4.6.1 Change request

- A note will appear to inform applicant that they may update/change the details of the application.
- A remark is required for Change Request.
- Applicant then need to resubmit the application as usual.



4.5 Applicant: Void Application

- Search and pick the relevant application
- Click on the button under the "Action" column
- Key in the reason in Remark Tab
- Click "Void" button
-



