

# **Corenet e-Submission**

## ***Sending of Correspondence***

### ***Manual Guide***

(Version 1.2 as of 28<sup>th</sup> Apr 2008)

## SUMMARY OF DOCUMENTATION CHANGES

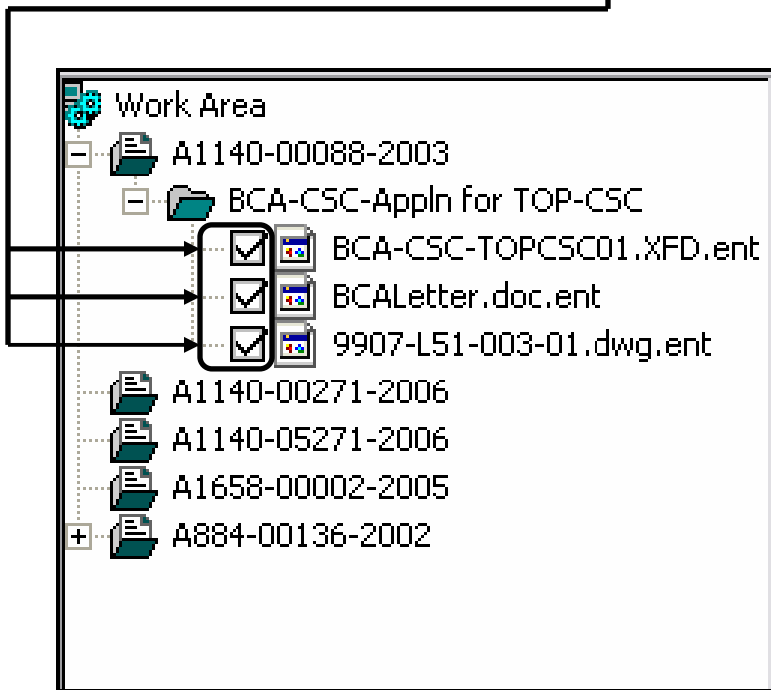
Version No	Date Revised	Summary of Changes
1.0	24 <sup>th</sup> May 2006	-
1.1	18 <sup>th</sup> June 2007	<ul style="list-style-type: none"> <li>• Addition of <b>Summary of Documentation Changes</b> Page</li> <li>• Changes to Notes for <b>Sending of Correspondences</b> (Pg 5)</li> </ul>
1.2	28 <sup>th</sup> Apr 2008	<ul style="list-style-type: none"> <li>• Changes to Notes for <b>Sending of Correspondences</b> (Pg 5)</li> </ul>

## ESPro Submission: Sending of Correspondences

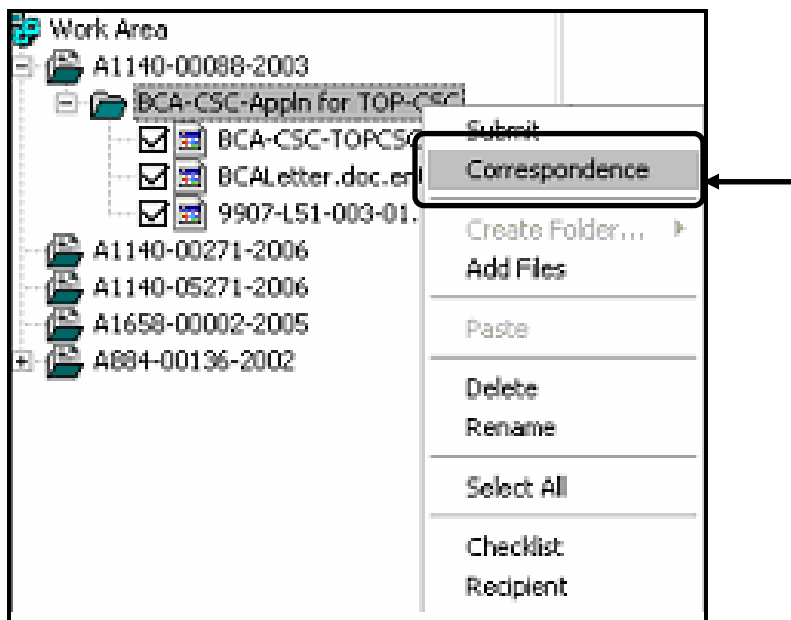
Please ensure that the following steps are performed before you proceed to make your e-submission through ESPro:

- Download & Complete Form(s)
- Attach External File(s) For Submission
- Select Recipient
- Digitally Signature File(s)

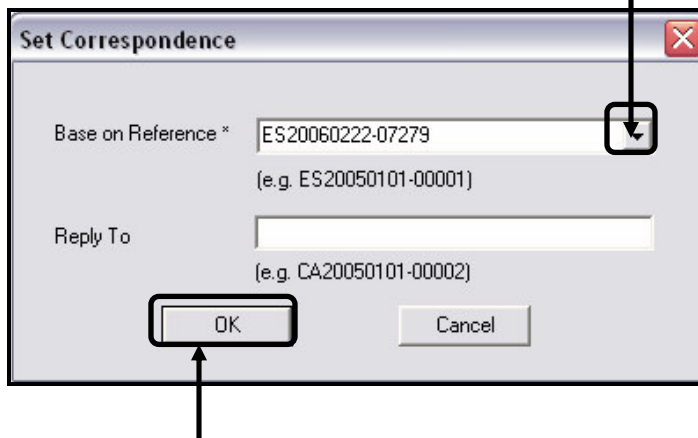
- 1 Select the file(s) to be submitted by ticking the empty checkbox(es) beside the file name(s) as shown.



- 2 **Right-click** on the Application Folder and select **Correspondence**.



- 3 Click on the **down arrow** button to select the relevant e-Submission (ES) number or you may key in the e-Submission (ES) number to tag the Correspondence with.



- 4 Click on the **OK** button.



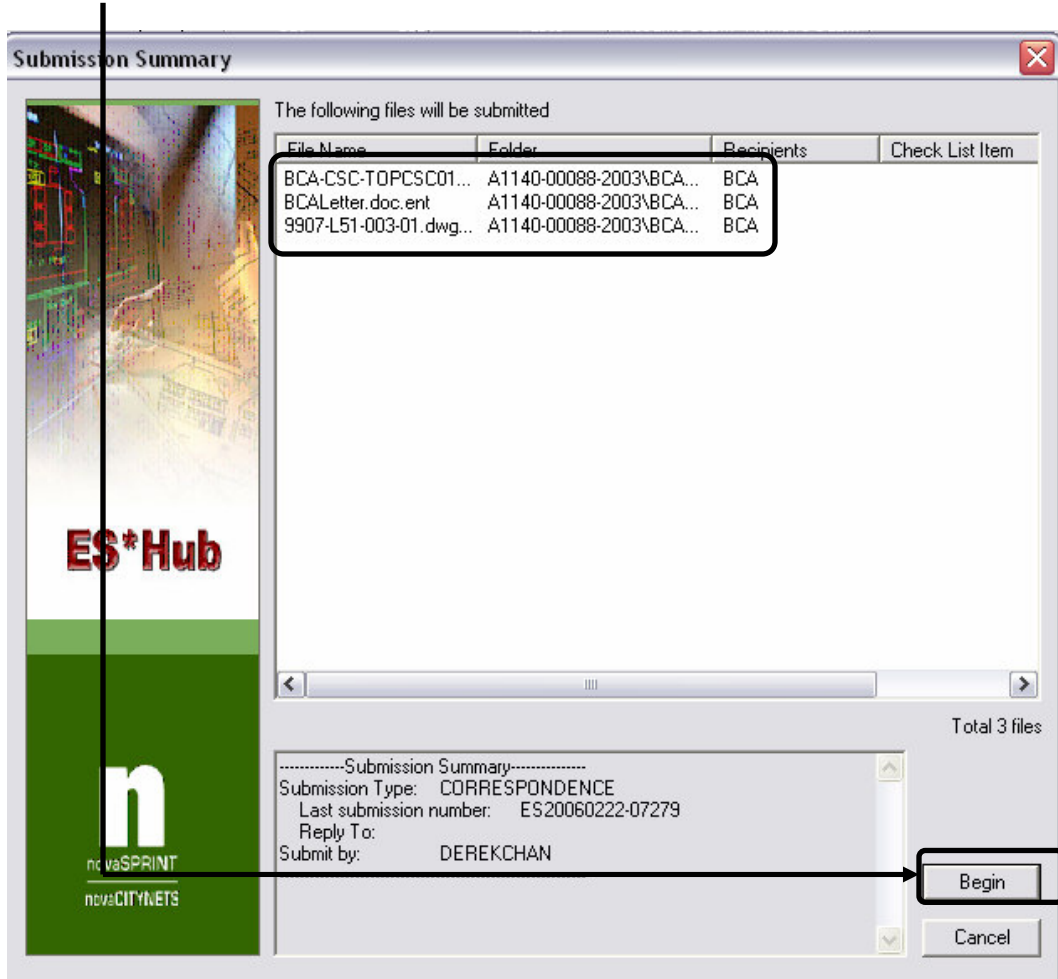
**Notes:**

- **Base on Reference\*** is a **mandatory** field that must be filled with the e-Submission (ES) number, which these file(s) are to be made reference to.
- **Reply To** by the agency, usually for complying to Written Directions.
  - If there are no CA numbers to be filled in, the **Reply To** field is to be leave blank.

- 5 Key in your User ID and Password and click on the **OK** button.



- 6 Please ensure that the file(s) to be submitted are listed in the **Submission Summary** and click on the **Begin** button to begin your submission.



- 7 Upon successful submission of files to the Corenet e-Submission System (Corenet ESS), a **Correspondence Number** (E.g. CR20040603-03756) will be generated and the file(s) in the **Work Area** will be transferred to the **Submitted Area**.

The image shows a software interface for managing correspondence. The top window, titled "Correspondence in Progress", features a list of tasks with green checkmarks indicating completion: Obtain Project Status, Obtain Correspondence, Freeze Files, Package Files, and Submit Files. A text box next to "Obtain Correspondence" contains the ID "CR20060524-05266". Below this is a progress bar at 100%. Further down, "Start Workflow" and "Update Application" are also checked. A message box states: "Correspondence files have been dispatched to <https://www.corenet-ess.gov.sg>. An email will be sent to you when the correspondence is successfully registered." A "Close" button is at the bottom right. The left sidebar of this window shows the "ES\*Hub" logo and the "novaSPRINT" logo.

Below the dialog box is a file explorer window. It is divided into two sections: "Work Area" and "Submitted Area". The "Work Area" contains a list of folders: A1140-00088-2003, A1140-00271-2006, A1140-05271-2006, A1658-00002-2005, and A884-00136-2002. The "Submitted Area" contains a list of folders: A1140-00088-2003, CR20060524-05266, A1658-00002-2005, and a folder named "BCA-CSC-Appln for TOP-CSC". This folder is expanded to show three files: "BCA-CSC-TOPCSC01.XFD.ent", "BCALetter.doc.ent", and "9907-L51-003-01.dwg.ent". A black box highlights the "Submitted Area" section, and a line connects the "CR20060524-05266" ID from the dialog box to the corresponding folder in the file explorer.



### Notes:

- Upon **successful submission**, a **Notification Email** will also be sent to the applicant to confirm that the submission has reached Corenet ESS.

Subject: CORENET ESS- BCA-CSC-Appln for TOP-CSC **CR20060524-05266 - SUCCESS**

Dear Derek Chan,

We are pleased to acknowledge receipt of your e-Submission. It will be electronically collected by your pre-selected Regulatory Authorities shortly.

Project Reference No.	: A1140-00088-2003
Project Title	: Building Scraper near Ang Mo Kio Bus Interchange
Location	: MK02 Lot03, MK03 Lot04, MK04 Lot05, MK05 Lot06, MK06 Lot07, MK07 Lot08, MK08 Lot09, BUKIT BATOK CENTRAL, Singapore 546545, Testing Site Description
Project Classification	: Normal
<b>e-Submission No.</b>	: <b>ES20060222-07279</b>
<b>Correspondence No.</b>	: <b>CR20060524-05266</b>
<b>Application Type</b>	: <b>BCA-CSC-Appln for TOP-CSC</b>
Send By	: Derek Chan
Send To	: BCA

Thank you for using CORENET e-Submission system.

For enquires pertaining to your e-submission, please refer to the Regulatory Authority Contact List at <https://www.corenet-ess.gov.sg/OsContactUs.html>

Message (EM006) generated by CORENET e-Submission system <http://www.corenet-ess.gov.sg>



### Notes:

- Alternatively, you may login to the Corenet ESS website to print the Acknowledgement Slip for your submission (available for both submission(ES) and correspondence(CR)).
- Please refer to Corenet Manual Guide **Page 107 (Viewing/Printing of Acknowledgement Slip)**
- To download **ESPro User Manual**, please click [http://www.corenet.gov.sg/integrated\\_submission/esub/others/UserManual.pdf](http://www.corenet.gov.sg/integrated_submission/esub/others/UserManual.pdf)