

MONTHLY PRODUCTION OF ESTABLISHMENT 1

 HOW TO PERFORM SUBMISSION..... 1

 HOW TO PERFORM ENQUIRY 2

Monthly Production of Establishment

This function allows you to submit the Monthly Production Report for SFA-licensed meat or fish or egg processing establishments or cold store or slaughter-houses.

Pre-Requisites

- Singapore Residents can login to Inspection & Laboratory e-Services using your SingPass ID.
- For Non Singapore Residents, you need to apply for an account to login to Inspection & Laboratory e-Services.
- The administrator of the company must assign your SingPass ID / personal account as an authorised representative in order to perform transaction for his/her company.
- The company you are authorised to must have a Premises assigned.

How to Perform Submission

1. Go to **Daily/Monthly Submission → Monthly Production of Establishment** on the navigation menu bar. The following screen will be displayed.

Figure 1: Service Representative Selection

2. Select your company from **Authorised Company** to confirm the service request representative. Click on **OK** to proceed. The **Monthly Production of Establishment** screen will be displayed.

Licence No.	SP92M0007
Establishment Code	SGSP92M0007
Establishment Name	SOONLY FOOD PROCESSING INDUSTRIES PTE LT
From	Year 2009 Month August
To	Year 2009 Month August

Figure 2: Monthly Production of Establishment (Main Screen)

- To perform enquiry, click on **Search**. Refer to [How to Perform Enquiry](#).
 - To submit a new report, click on **Add New**.
3. Click on **Add New** to proceed with submitting new Monthly Production Report. The following screen will be displayed.

Figure 3: Monthly Production of Establishment (Add New)

4. Read through the instruction in the **Instruction** panel.
5. The **Licence No.**, **Establishment Code**, **Establishment Name** and **Trade Type** (if available) will be auto-populated based on the authorised company selected at the **Service Representative Selection** screen.
6. Select **Year** and **Month** for this submission.
7. Fill in at least one record in the product list. **Product Code** must be entered for each row in the product list.
 - Click on **Add New Row** to add a new row in the product list.
 - Click on **Delete** to delete the selected row in the product list.
8. Click **Save** after completing of keying in all the record.

How to Perform Enquiry

1. Navigate to **Monthly Production of Establishment** screen. (Refer to Step 1 and 2 of [How to Perform Submission](#))
2. Select the **From/To Year** and **Month** and click on **Search**.

Figure 4: Monthly Production of Establishment (Search)

3. Records meeting the search criteria will be displayed. Click on the **Action** icon to view details of the submission.

Monthly Production Enquiry							
Licence No.	SP92M0007						
Establishment Code	SGSP92M0007						
Establishment Name	SOONLY FOOD PROCESSING INDUSTRIES PTE LT						
From	Year	2009	Month	May			
To	Year	2009	Month	August			
					Add New	Search	Reset
Search Result:							
2 record(s) found.							
S/N	Establishment Code	Establishment Name	Year	Month	Total Quantity	Total Value	Action
1	SGSP92M0007	SOONLY FOOD PROCESSING INDUSTRIES PTE LTD	2009	August	0.00	0.00	
2	SGSP92M0007	SOONLY FOOD PROCESSING INDUSTRIES PTE LTD	2009	July	0.00	0.00	

Figure 5: Monthly Production of Establishment (Search Results)