New HCS Online Application System

Briefing Slides
What will be covered

• Set Up CorpPass and Assign Roles
• Onboarding to New System
• Licence Agreement
• Create New Application
• Amend Application
• HCS Product Listing
• Advertising Materials
• Other Upcoming Features
Changes to application processing workflow

• One step processing
• Comments given by HCS admin will be for all stages at one go
• Communications for application will be in the system using commenting box
Application Submission

• Maximum **10 open** applications and **10 drafts** at any one time

• Any **open applications for more than 4 months** will be **auto-rejected** by system for system database maintenance

• If you are **re-applying** for an existing product, able to **select existing application** and the system will **auto-populate** the product information
Changes to the Licence Agreement

- Companies **no longer** needs to **renew LA every 2 years**
- Instead companies will do a **yearly product review** online to
  - Update the product list by removing products that has been discontinued or no longer carries HCS
  - Declare products still meet the nutrient guidelines and no change in the contents of the product
- Non-compliant products found during audit will be removed from the LA. HCS has to be removed from product packaging and all advertising materials
- Product review will be released **next year** and more information will be shared
Log in mode - CorpPass

- HPB ID will be phased out and all companies to use **CorpPass** to log in

- Companies **CorpPass Admin** to add **HCS application e-Service** and assign **roles** in CorpPass

- **Foreign companies** using dummy UEN (e.g. XX0000001) to email HPB_HCSadmin@hpb.gov.sg your **CorpPass Entity ID** as soon as you have registered for a CorpPass account
  
  - This is to link the company account to the company’s applications
Setting up CorpPass

Adding e-Service and assign user roles
Setting Up CorpPass for new company

1. Register for CorpPass
   - **Register for CorpPass**
     - Company CorpPass Admin
   - **Create staff account in CorpPass**
     - Company CorpPass Admin to help colleagues create account. Able to add/remove staff

2. Add HCS e-Service
   - **Add HCS e-Service**
     - Company CorpPass Admin
   - **Assign access rights**
     - Company CorpPass Admin assign HCS e-Service access rights to colleagues

3. Assign roles
   - **Assign Roles**
     - Company CorpPass Admin
   - **Log in to CorpPass**
     - Authorised Representative or Staff for HCS
## HCS User Roles

<table>
<thead>
<tr>
<th>User Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorised Representative</td>
<td>• First person to log in to the system</td>
</tr>
<tr>
<td></td>
<td>• Helps company to enrol in HCS Programme</td>
</tr>
<tr>
<td></td>
<td>• Accepts Licence Agreement on behalf of company</td>
</tr>
<tr>
<td></td>
<td>• View, submit and manage company’s HCS applications</td>
</tr>
<tr>
<td></td>
<td>• Up to 2 per company</td>
</tr>
<tr>
<td>Staff for HCS</td>
<td>• View, submit and manage company’s HCS applications</td>
</tr>
<tr>
<td></td>
<td>• Up to 25 per company</td>
</tr>
</tbody>
</table>
Register for CorpPass

To find out more about CorpPass, please visit www.corppass.gov.sg/corppass/common/findoutmore

- **Local Entities with UEN**: Select ‘Singapore Registered Entities’

- **Foreign Entities**: Select ‘Foreign Registered Entities’
  - To register for CorpPass without Singpass visit https://www.corppass.gov.sg/corppass/registration/nonuen/nonsingpass/registrationdetails

Please visit www.corppass.gov.sg/corppass/common/userguides for user guides on how to register and setup CorpPass for your entity.
Once the CorpPass account has been created, CorpPass admin to set up Healthier Choice Symbol (HCS) Online e-Service Access and assign users to the e-Service and roles.

*If you are a foreign entity currently using a dummy UEN in HCS Online, please inform us your CorpPass Entity ID*
Select Entity’s e-Services

- Click on e-Service Access tab and Select ‘Entity’s e-Services’ button to add a new e-Service
Select Entity’s e-Services

Search for “healthier” and select e-Service “Healthier Choice Symbol (HCS) and Healthier Dining Programme (HDP) Online”. In the next screen, leave the Brand field blank and click Next.

Select Entity’s e-Services

Select the e-Service(s) you wish to add to your entity’s list.

Note: Selected e-Services require details to be set up on CorpPass (denoted by 📑). Selected e-Services may require additional checks when you log in. Click 🔄 for more information.
Select Entity’s e-Services

- Verify the information and click on **Submit** to complete the registration process.
Select Entity’s e-Services

Now you are ready to assign your users to our e-Service. To do so, click on **Assign selected e-Services** button.
## Assign Users to e-Service

- Select User(s) who would use the e-Service

### Assign Selected e-Services

Ensure that you have selected e-Service(s) for your Entity before assigning it to your user account(s).

Select from your entity's CorpPass user accounts.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Email Address</th>
<th>CorpPass ID</th>
<th>User Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>USER</td>
<td>@mailinator.com</td>
<td>CPAHPB1</td>
<td>Admin</td>
</tr>
<tr>
<td>USER</td>
<td>@hpb.gov.sg</td>
<td>HPBCPT002</td>
<td>User</td>
</tr>
<tr>
<td>USER</td>
<td>@mailinator.com</td>
<td>CPAHPB9</td>
<td>User</td>
</tr>
<tr>
<td>USER</td>
<td>@mailinator.com</td>
<td>CPAHPB10</td>
<td>User</td>
</tr>
<tr>
<td>USER</td>
<td>@mailinator.com</td>
<td>CPAHPB11</td>
<td>User</td>
</tr>
</tbody>
</table>

0 user(s) selected.
Assign Users to e-Service

Select our e-Service and click next

Assign Selected e-Services

Assign Selected e-Service(s) to
1 Selected User(s)

Assign from selected e-Service(s).

<table>
<thead>
<tr>
<th>Agency</th>
<th>E-Service(s)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEALTH PROMOTION BOARD</td>
<td>Healthier Choice Symbol (HCS) and Healthier Dining Programme (HDP)</td>
<td>Health Promotion Board's online website for Healthier Choice Symbol (HCS) and Healthier Dining Programme (HDP)</td>
</tr>
</tbody>
</table>

1 e-Service(s) selected.
Showing 1 to 1 of 1 items
Assign Users to e-Service

Assign User Role to Staff

Assign Selected e-Services

Select Users
Select e-Services
Enter Details
Review & Submit

Assign Selected e-Services to
1 selected Users

e-Services with require additional details. For more information, contact the relevant agency. Click to enter details.

- denotes mandatory fields

HEALTH PROMOTION BOARD
Heather Choice Symbol (HCS) and Healthier Dining Programme (HDP) Online

Role

Role Description

This role has the rights to enrol the company to both HCS and HDP programmes, and accept the HCS-HDP License Agreement(s) on behalf of the company. This role can view, submit and manage company’s HCC/DH forms and add company’s brands for HDP.

Brand
<table>
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</tbody>
</table>
Assign Users to e-Service

- Set the **Authorisation Effective Date (today)** and **Authorisation Expiry Date (up to 31/10/2024)**. Leave the Brand field empty and click **Next**.

![Assign Selected e-Services](image)
Assign Users to e-Service

Review and Submit

Assign Selected e-Services

Verify the following details:

1 Selected Users

Selected e-Services

- Healthier Choice Symbol (HCS) and Healthier Dining Programme (HDP) Online

Role: Authorised Rep

Authorisation Effective Date: 01/11/2019
Authorisation Expiry Date: 31/12/2020

Back Submit
Companies who has registered for CorpPass

▷ **Companies using CorpPass to access current system**
  ○ Only need company CorpPass Admin to *assign roles to Users*

▷ **Companies who have CorpPass but using HPBID to access current system**
  ○ Company CorpPass Admin to *set up HCS e-service and assign roles*

▷ **Management of user accounts (add/remove/change roles) is done via CorpPass by company CorpPass Admin**
Setting Up CorpPass

1. Register for CorpPass
   - Register for CorpPass
   - Create staff account in CorpPass
     - Company CorpPass Admin

2. Add HCS e-Service
   - Add HCS e-Service
   - Assign access rights
     - Company CorpPass Admin

3. Assign roles
   - Assign Roles
   - Log in to CorpPass
     - Company CorpPass Admin
     - Authorised Representative or Staff for HCS
Log in to HCS Online via CorpPass
Onboard to HCS Online
Log in to HCS Online via CorpPass

Authorised Representative is the first User to log in
Company's **Authorised Representative** to select HCS programme to enrol and accept the general T&C

Click on link to read the general T&C

Check and accept general T&C
Company information will be pulled from ACRA
All users will have to fill in user profile

Select ‘Verify Email’ and OTP will be sent to your email
After completing user profile, Authorised Representative will be directed to one of the following:

Companies with LA:
- Need to accept Supplemental Agreement to current LA
- Directed to Manage Application Page to start application submission

Companies with no LA:
- Directed to Manage Application Page to start application submission
Companies with existing Licence Agreement
For companies with existing Licence Agreement

- During companies first log in, the **Authorised Representative** will be prompted to **accept the amendments** to the Licence Agreement.
- Companies need to accept the amendments to the LA **within 2 months**.
- **Not able to submit applications** if amendments to the LA is not accepted.
- If LA is **not accepted within 2 months, LA will be terminated** and product status will be rejected.
Companies with existing LA will be prompted to accept Supplemental Agreement to current LA

Please get the Authorised Representative of the company to accept the Licence Agreement before continuing with your applications.

This Supplemental Agreement No. 1 ("Supplemental Agreement") is dated 18-Dec-19 and made between:

1. HEALTH PROMOTION BOARD, corporation constituted under the Health Promotion Board Act (Cap. 122E) and having its main office at 3 Second Hospital Avenue, Singapore 169975 (hereinafter referred to as the "Licensor"); and

2. UPLIZGH YZHKH (LIEN No. ), a company incorporated and having its registered address at 01 Serangoon Avenue 4 #01-01 ABC Singapore 12312 (hereinafter referred to as the "Licensee").

Each a "Party" and collectively, the "Parties"

BACKGROUND

(A) The Parties entered into a licence agreement dated →.

(B) Pursuant to Clause (E) of the Licence Agreement, the Parties have agreed to amend the Licence Agreement on and subject to the terms and conditions of this Supplemental Agreement.

(C) This Supplemental Agreement amends the Licence Agreement

IT IS AGREED AS FOLLOWS:-

1. CONSTRUCTION AND INTERPRETATION

1.1. As from the Effective Date, the Licence Agreement shall be read together with this Supplemental Agreement as one document and this Supplemental Agreement shall be considered as part of the Licence Agreement. Save as amended by the Supplemental Agreement, the terms of the Licence Agreement are hereby confirmed and shall remain in full force and effect in accordance to its terms.

1.2. In the event of any conflict or inconsistency between any of the terms of this Supplemental Agreement with any of the terms of the Licence Agreement, the terms of this Supplemental Agreement shall prevail.

2. EFFECTIVE DATE

☐ By clicking the "<I agree>" button below, I hereby agree to the terms of the Licence Agreement

I AGREE
After accepting LA, you will be directed to Manage Application Page
Companies with no Licence Agreement
After onboarding, you will be directed to the Manage Application Page.

Search Function

Application Status

Package Status

See who is helping with your application
Creating a new HCS Application
Create a new application at Manage Application page

[Image of the Manage Application page with a highlighted button to add a new application]
Important information to note before creating new application

Create a New HCS Application

APPLICATION STEPS

Before creating a new application, please take a look at the latest HCS Nutrient Guidelines

There are 3 sections to fill in for each application submission. It will take you no more than 15 minutes (TBC) if you have all the information ready. Information needed are product details, lab report and packaging artwork of the product.

1. Product Information
2. Nutrient Values
3. Packaging Artwork

DOWNLOAD HCS NUTRIENT GUIDELINES

After Approval
List HCS Product

IMPORTANT INFORMATION TO NOTE

1. You may download the HCS logo [here](#) for your product packaging artwork. Usage of HCS logo on product packaging and all materials not approved by HPB is a violation of the HCS TradeMark. HPB reserves the right to pursue legal action.

2. If you have more than one product packaging artwork for a package size, e.g. front and back view, please combine into 1 PDF file or ZIP the PDF files. Only 1 file per package size is allowed for submission (size limit 10MB).

3. Maximum of 10 draft applications and 10 open applications per company at any one time.

4. Please complete any draft and open applications within 4 months. Beyond 4 months, all pending applications will be rejected by the system as part of system database maintenance.

CREATE NEW APPLICATION
Important information to note

• Maximum **10 draft applications** at any one time

• Maximum **10 pending applications** at any one time

• Drafts and applications **pending in system for more than 4 months will be auto-rejected** by system as part of system database maintenance

• Product information, nutrient values/lab report and packaging artwork have to be **submitted at once**

• You may **download the HCS logo** for your product packaging at **HCS Logo gallery**
Application Status & Package Status

- Newly submitted Application
- To amend
- Amended
- Revise
- Final Review
- Reassess
- Approved/Rejected (Pending packages)
- Approved/Rejected
- Withdrawn/Discontinued (No pending packages with at least 1 approved)

Status same as OPEN (COMPLETED applications reopens when revised artwork or new package are submitted)

Rejected (All packages rejected/Application rejected)

Withdrawn/discontinued/rejected (Negative end states)
HCS logo can be downloaded* at Logo Gallery

*Please note usage of HCS logo without approval from HPB is considered an infringement of Trademark and HPB reserves the right to take legal action.
Select category & sub-category to see available HCS logos
Select logo to download logo package file

File formats: JPEG, AI and/or PSD
When all information is prepared, proceed to create a new HCS application.
- You will take no more than 10 minutes to complete the application.

First 3 tabs have to be filled to submit application.
If the application is a re-application or reformulation, please select ‘Yes’ and choose the previous application. The product information will be auto populated.

Choose ‘Yes’ if have previous application

Re-application: No change in formulation
Reformulation: Change in formulation/nutrient values
Fill in product information and choose HCS category and tagline

Able to paste text into ingredients box
Product Information (PI tab)

Reconstituted Product *
Please check 'Yes' if the product has to be reconstituted before consumption. Examples: Milk powder, recipe mixes, etc.

- Yes
- No

Sweetened with non-nutritive sweetener(s) *
Please check 'Yes' if your product is sweetened with non-nutritive sweeteners. Examples: Aspartame, Stevia, Sucralose

- Yes
- No

Sweetened with sugar alcohol(s) *
Please check 'Yes' if your product is sweetened with sugar alcohol. Examples: Sorbitol, Xylitol etc.

- Yes
- No

Density of product (g/ml)
e.g. 1.04

Enter name of non-nutritive sweetener & sugar alcohol with auto-suggestive list
Nutrient Values (NV tab)

Key in nutrient values into nutrient table

For additional nutrients, click ‘Add nutrients’ and select from list

<table>
<thead>
<tr>
<th>Nutrients</th>
<th>Per 100g</th>
<th>HCS Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Energy (kcal)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Protein (g)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Fat (g)</td>
<td></td>
<td>≤ 1</td>
</tr>
<tr>
<td>Saturated Fat (g)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trans Fat (g)</td>
<td></td>
<td>≤ 0.1</td>
</tr>
<tr>
<td>Cholesterol (mg)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carbohydrate (g)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sugar (g)</td>
<td></td>
<td>≤ 5</td>
</tr>
<tr>
<td>Dietary Fibre (g)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sodium (mg)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Image of nutrient information table with 'Add nutrients' button]
Nutrient Values (NV tab)

Upload relevant lab reports
Up to **15 lab reports** can be uploaded

<table>
<thead>
<tr>
<th>LAB REPORT(S)</th>
</tr>
</thead>
</table>

Upload Lab report in PDF format *(max 15 files, 5MB each)*

Drag files or click to select.
PDF files only. Max 5MB per file.
New HCS Application - Draft

**Important information to note >**

**PRODUCT INFORMATION** | **NUTRIENT VALUES** | **PACKAGING ARTWORK** | **HCS PRODUCT LISTING**
---|---|---|---

**Upload Product Packaging Artwork**

Please upload the product packaging artwork with the HCS logo. If there is more than one artwork for each package size (e.g. front and back), please combine the artworks into one PDF or ZIP file before uploading.

Only one file submission is allowed for each package size (file size limit 10 MB)

[+ ADD NEW PACKAGE SIZE]

**PRODUCT PACKAGING ARTWORK**

You do not have any product packaging artworks at the moment.

Add at least one package size
Select ‘Bulk’ or ‘Single’ Package

Bulk Package
- Qty/Bulk*: Select one
- Individual size
- Units

Select bulk if package is meant for B2B (food service) and/or if is a bulk package
  e.g. 1 x 15kg Oil, 6 x 200ml

Single Package
- Individual size
- Units

Select single if it is a single package
  e.g. 200 ml
If there is more than one artwork e.g. front and back view, please combine and submit in one PDF or ZIP file.

Key in any additional info/text in packaging description (max 20 characters).
Packaging Artwork (Artwork tab)

Edits can be made to the package by selecting ‘Edit’ under Actions.
Submit Application to HPB after all information is keyed in

After submission, application status will change to
You will receive a notification when the application is being reviewed by HCS admin

Application status will change to

See which HCS admin is helping with your application

Look out for notification
Amend HCS Application
You will receive both **system** and **email** notification when application is to be amended/ rejected/ approved.

System notification

HCS190003 has been sent back for amendment

**VIEW APPLICATION**

a few seconds ago

MARK ALL AS READ

VIEW ALL
You will receive both **comment** and **email** notification when HCS admin leaves a new comment.
Select ‘View all comments’ to see all comments for a particular application.
You may clarify with HCS admin via comment box

Send a comment to HCS Admin for clarifications
Application sent back by HCS admin for amendment will have the package status ‘To amend’

<table>
<thead>
<tr>
<th>APPLICATION STATUS</th>
<th>APPLICATION NUMBER</th>
<th>BRAND NAME</th>
<th>PRODUCT NAME</th>
<th>SUBMISSION DATE</th>
<th>ASSIGNED TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPEN</td>
<td>HCS190003</td>
<td>ABC</td>
<td>ABC</td>
<td>05-Nov-19</td>
<td>Chi Lee</td>
</tr>
</tbody>
</table>

The amendment required for the application might be for all 3 tabs (PI, NV, artwork).

Please click ‘View all comments’ to see all comments by HCS admin for your application.
To view artwork comments, proceed to Packaging Artwork (Artwork tab)

Download HCS Admin comments regarding packaging artwork
To submit amended artwork, proceed to Packaging Artwork (Artwork tab)

Select ‘Amend’ to submit amended artwork
To submit amended artwork, proceed to Packaging Artwork (Artwork tab)

Upload amended artwork file and select ‘Submit’ to send back to HCS admin
Receive notification when amended artwork is submitted

✅ Package Size 250kg amended artwork has been sent to HPB.

Package status will change to ‘Amended’

<table>
<thead>
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<th>APPLICATION STATUS</th>
<th>APPLICATION NUMBER</th>
<th>BRAND NAME</th>
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<td>Chi Lee</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PACKAGE STATUS</td>
<td>PACKAGE INFO</td>
<td>LAST MODIFIED</td>
<td></td>
<td></td>
<td>1/1 packages</td>
</tr>
<tr>
<td>Amended</td>
<td>250kg</td>
<td>05-Nov-19</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

APPLICATION STATUS:
- OPEN
- PACKAGE STATUS
- Amended
General Application Process Flow

Process will continue until all required amendments are addressed

*Not every application will have the Reassess package status
Rejection of whole application

Application status appear as ‘Rejected’ and reason is stated at application.

Rejection of a Package Size

Package status appear as ‘Rejected’ and reason is stated under packaging artwork.

Reason for Rejection: Product does not meet HCS guidelines.
Updating Application/Package Status

You can close the entire application if you no longer wish to continue with this application. Application status will change to [CLOSED].

You can withdraw (before approval) or discontinue (after approval) packages if you no longer wish to continue with the package.
To submit **revised artwork**, proceed to Packaging Artwork (Artwork tab)

Select ‘Revise’ to submit revised artwork
To submit **revised artwork**, proceed to Packaging Artwork (Artwork tab)

Upload revised artwork file and select ‘Submit’ to send to HCS admin.
Application status will change to ‘Re-Open’
Package status will be ‘Revise’
Listing Approved HCS Products
After approval, proceed to List HCS Product

- HCS Product Listing are for approved HCS products carrying HCS logo in the market

- Both retail & B2B/food service can list HCS products

- Products will be published on HPB HCS Webpage

- Beverages & its product shot will be added to School Beverage List*

- All listed products sold in major supermarkets will be included in HPB’s Eat Drink Shop Healthy Campaign

*If the beverage does not contain sweetener and/or sugar alcohol
HCS Product Listing

This section is to be filled in if the approved product package size is available for sales in the market carrying the HCS and if you would want it to be added to the list of HCS approved products on HPB HCS webpage. If it is a beverage and does not contain non-nutritive sweetener(s) and sugar alcohol(s), it will also be added to the School Beverage List on HPB HMSP webpage.

If it is sold in retail stores, barcodes collected will be used to give Health points for the Eat Drink Shop Healthy (EDSH) Challenge. There will be no impact to your product if it is not sold in retail stores. If your product does not have a barcode, you may select ‘Barcode is not applicable’.

<table>
<thead>
<tr>
<th>Listing Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Package Size</td>
</tr>
<tr>
<td>1 IU</td>
</tr>
<tr>
<td>1 IU</td>
</tr>
</tbody>
</table>

Approved products will automatically be added to this table. Select ‘List HCS Product’ to start listing.
HCS Product Listing

**LISTING INFORMATION**

<table>
<thead>
<tr>
<th>Package Size</th>
<th>Description</th>
<th>Barcode</th>
<th>Listed Date</th>
<th>Delisted Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 IU</td>
<td>bottle</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Product Shot**

The product shot uploaded will be used in the School Beverage list (if your product is a beverage and does not contain non-nutritive sweeteners and/or sugar alcohols) and possibly in other HPB campaigns/events.

**Upload Product Shot**

Upload product shot (recommended in white background) in JPEG or PNG format ONLY (max 1 file, 10MB)

**Product barcode**

Please check the box if barcode is not applicable for this product.

- Enter barcode (number only)
- **Barcode is not applicable**

**Halal Certified?**

- Halal logo displayed on packaging
  - Yes
  - No

*If the beverage does not contain sweetener and/or sugar alcohol

Update product shot, product barcode and halal certification

Product shot will be used for School Beverage List*
Date product started carrying HCS in market

Check locations where product is sold at

Able to add Online & Other locations
Edit Listing Info or Delist Product

Please delist the product when it is no longer in the market

Able to edit all listing information e.g. barcode
Submitting Advertising Material
Submitting Advertising Material

▷ All advertising materials which features the HCS logo or HCS endorsed products have to be approved by HPB before distribution

▷ Please submit all advertising materials using the HCS Online application system
Click on **Application** in navigation bar to go **Manage Advertising Materials**
Manage Advertising Materials (AM)

Add new advertising material from Manage Advertising Page

Copy function for AM that needs to be re-applied
Create new advertising material

New HCS Advertising Material

ADVERTISING MATERIAL TITLE

Advertising material title *
(Max character limit: 20)
Enter

PRODUCTS FEATURED

If you are unable to find your products in the dropdown, please list your products in the HCS Product Listing tab under Manage Applications.

HCS product *
Select

Package size *
Select

+ ADD MORE HCS PRODUCT

Able to indicate multiple product(s) featured in AM and its package size. Please note only Listed products can be selected.
Create new advertising material

Able to indicate the type of AM submitted
Create new advertising material

Upload AM up to 50MB. Please ZIP or include all AM in one PDF file

Able to submit video link for TVC or radio advertisement

After submission, application status is ‘Open’
Email and System notification if AM requires Amendment

Application status change to ‘To Amend’

Download AM comments under ‘HPB Comments’

Able to clarify AM comments via comment box
Make amendments and submit back to HPB

Application status will change to ‘Amended’
Advertising Material Process Flow

New Advertising Material

- OPEN
- TO AMEND
- AMENDED

AM Rejected
- REJECTED
   - AM Approved
- APPROVED
   - Close AM
  - CLOSED

Process will continue until all required amendments are addressed
Other Upcoming Features

2020
Upcoming features in 2020

- Product Review – to **replace bi-yearly LA renewal**
- HCS Audit Check – online notification and follow up
- **Engage a lab** to help key in the nutrient values and upload lab report in system after lab analysis (*liaise with lab directly for product analysis and cost*)
- Dashboard
Thank you!

For further enquiries, please contact:
HPB_HCSadmin@hpb.gov.sg