

# Session 10: PAD Applicants Facility

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# Opening an Account

1. Using your internet browser (recent versions of Internet Explorer, Safari, Chrome or Firefox are preferred) go to the following site:  
<http://pad.previewsite.com.au> (test site only)
2. Left mouse click on the link to : “Create a new account”
3. Fill in the form to register a new account. (see over)

User login

Username \*

Password \*

- Create new account
- Request new password

# Application for an Account



Pacific  
Community  
Communauté  
du Pacifique

Pacific Appliance Database

[User account](#) / [Create new account](#)

## User account

[Create new account](#)

[Log in](#)

[Request new password](#)

Name \*

Company Name

Position

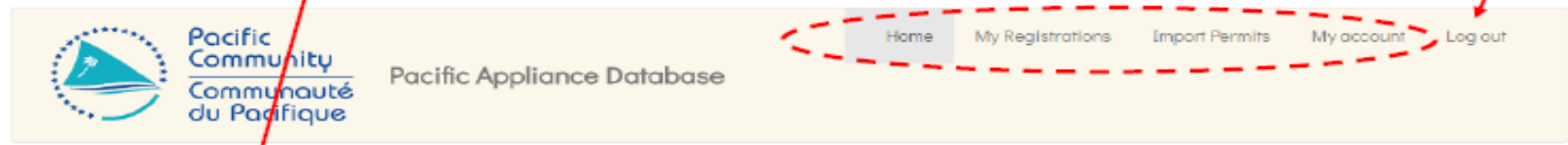
Title \*

# The Home Page

Account ID

Navigation Buttons

Logout




Pacific Community  
Communauté du Pacifique

Pacific Appliance Database

Home My Registrations Import Permits My account Log out

Welcome : wsm\_applicant



Create:

- New product registration application
- New Import permit application

Search My:

- Registration records
- Import Permit Records

Management:

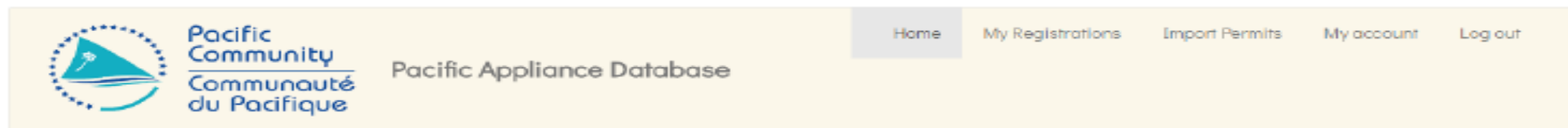
- Manage my account
- Manage my brands
- Help

Key Functions (Create, Search and Manage)

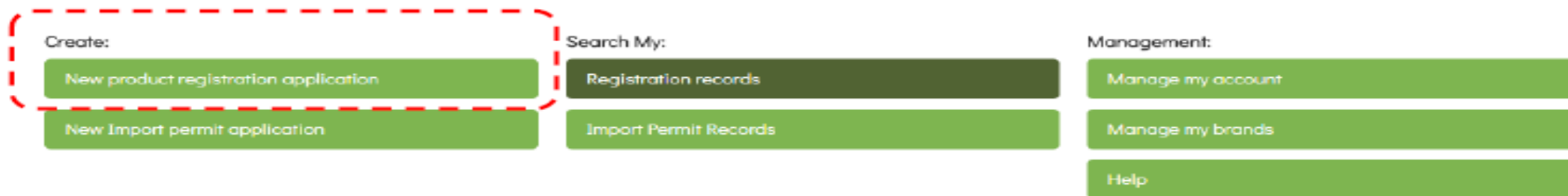
# Making an Application for a Product Registration

# Initiating a Product Registration Application

From the Home page – select: Create: New Product Registration Application



Welcome : wsm\_applicant



The screenshot displays three columns of buttons for user actions. The "Create:" column, highlighted with a red dashed border, contains "New product registration application" and "New Import permit application". The "Search My:" column contains "Registration records" and "Import Permit Records". The "Management:" column contains "Manage my account", "Manage my brands", and "Help".

You will then need to nominate:

- The country with which you wish to lodge your application
- The type of product you intend registering
- The category of registration application
- The energy performance standard applicable to your registration (Category C)

# Initiating a Product Registration



## New Registration

Country where applicant is applying for registration \*

Samoa

Product Type \*

Refrigerators and freezers

Category of Application \*

A (Identical to a pre-existing registration)

Please use the search buttons on the next page to search for your registration. If it does not exist you will need to register the appliance as a Category C registration.

Next

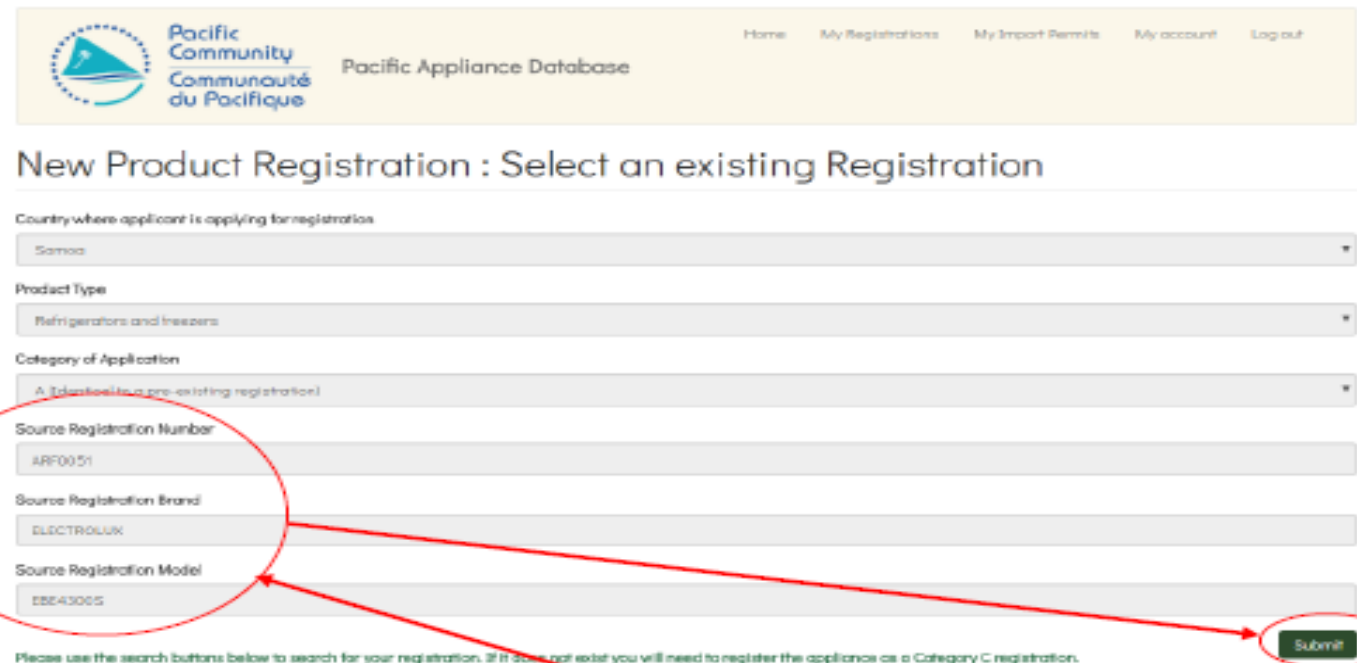


# Initiating a Product Registration (Cat A and B)

1. Search  
AUS/NZ or PAD  
Database.

2. Select the  
Record for import

3. Confirm by  
Clicking the  
“submit” button



The screenshot shows the 'New Product Registration' form. The 'Source Registration Number' field is circled in red and contains the value 'ARF0051'. The 'Source Registration Brand' field contains 'ELECTROLUX' and the 'Source Registration Model' field contains 'EBE43005'. A red circle highlights the 'Submit' button at the bottom right of the form.

**AUS/NZ Registrations**

Registration No. Brand Name Model No. Search

Registration No.	Product Type	Brand	Model Number	Registration Standard	Record ID	Select
ARF001	Refrigerators & Freezers	ELECTROLUX	EBE43005	AS/NZS 4474.1.2001/AmB 2.2011	70237	Select
ARF000	Refrigerators & Freezers	ELECTROLUX	EBE51005	AS/NZS 4474.1.2001/AmB 2.2011	70236	Select
ARF011	Refrigerators & Freezers	ELECTROLUX	ETM42005	AS/NZS 4474.1.2001/AmB 2.2011	71954	Select

Key data imported from selected record



# Initiating a Product Registration (Cat A and B)

Category of Application

A (Identical to a pre-existing registration)

Source Registration Number

ARF0051

Source Registration Brand

ELECTROLUX

Source Registration Model

EBE4300S

Submit

Please use the search buttons below to search for your registration. If it does not exist you will need to register the appliance as a Category C registration.

Search PAD Registrations

Search AUS/NZ Registrations

Key data imported from  
selected record

## AUS/NZ Registrations

Registration No

Brand Name

Model No

Electrolux

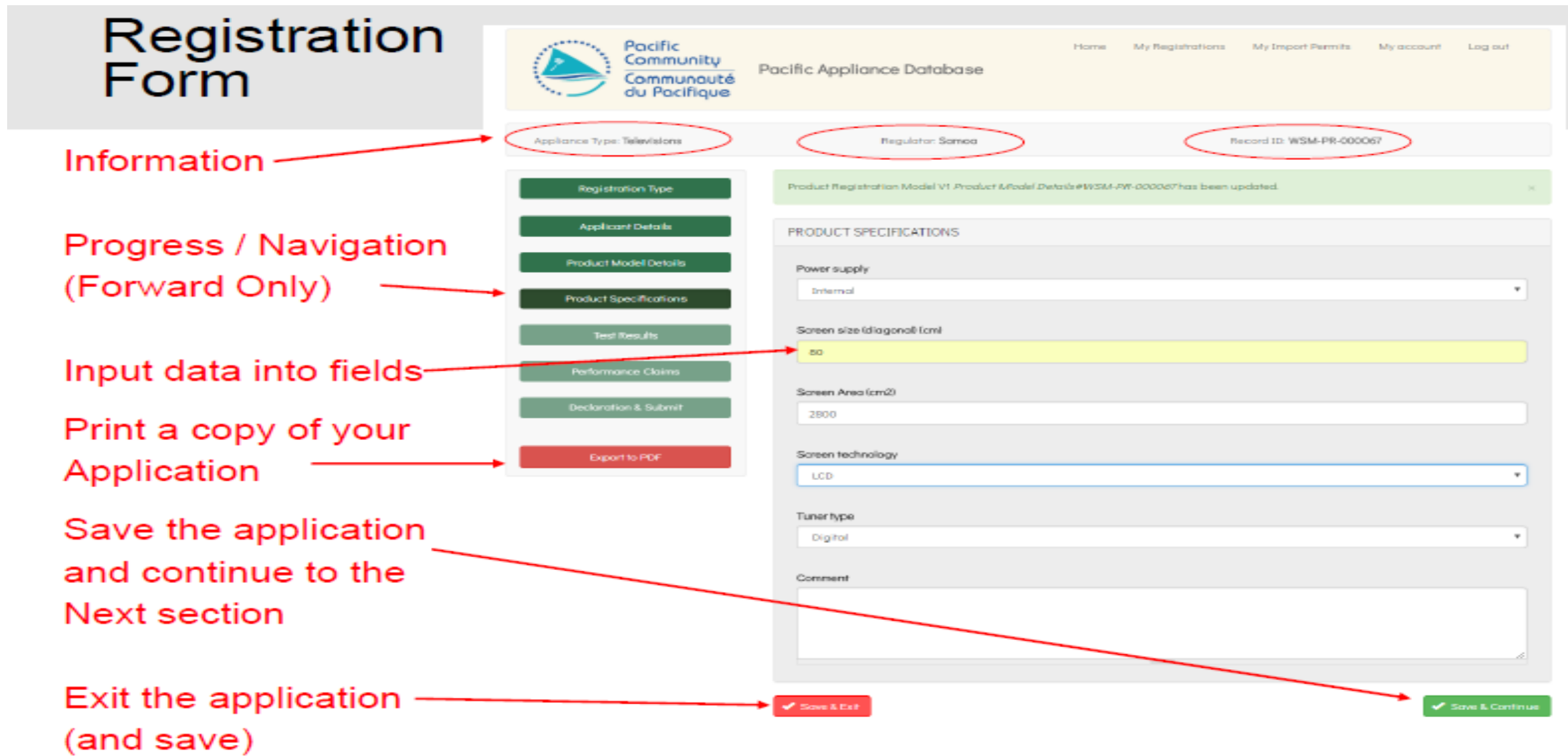
Search

Registration No.	Product Type	Brand	Model Number	Registration Standard	Record ID	
ARF0051	Refrigerators & Freezers	ELECTROLUX	EBE4300S	AS/NZS 4474.1:2007/Amdt 2:2011	70237	Select
ARF0050	Refrigerators & Freezers	ELECTROLUX	EBE5100S	AS/NZS 4474.1:2007/Amdt 2:2011	70238	Select
ARF0111	Refrigerators & Freezers	ELECTROLUX	ETM4200S	AS/NZS 4474.1:2007/Amdt 2:2011	71554	Select

# Completing a registration application form

- Each registration application form has 7 sections
  1. Registration Type
  2. Applicant details
  3. Product model details
  4. Product Specifications
  5. Test Results
  6. Performance claims
  7. Declaration and submit
    - Administrative Details (for regulator use only)
- For Cat A and B applications almost all of the input fields will be automatically filled in based on the source registration number you nominated
- The auto completed fields are coloured grey and cannot be edited.
- Only the white fields will need to be completed.

# Registration Form



The screenshot shows the Pacific Appliance Database registration form. At the top, there is a navigation bar with links for Home, My Registrations, My Import Permits, My account, and Log out. Below the navigation bar, the form header includes the Pacific Community logo and the text 'Pacific Appliance Database'. The main content area is divided into two columns. The left column contains a vertical menu of steps: Registration Type, Applicant Details, Product Model Details, Product Specifications, Test Results, Performance Claims, Declaration & Submit, and Export to PDF. The right column contains the registration details and product specifications. The registration details include 'Appliance Type: Televisions', 'Regulator: Samoa', and 'Record ID: WSM-PR-000067'. A green notification bar at the top of the right column states 'Product Registration Model V1: Product & Model Details #WSM-PR-000067 has been updated.' The product specifications section includes fields for Power supply (Internal), Screen size (diagonal) (cm) (50), Screen Area (cm<sup>2</sup>) (2500), Screen technology (LCD), Tuner type (Digital), and a Comment field. At the bottom of the form, there are two buttons: 'Save & Exit' and 'Save & Continue'.

**Information** → Appliance Type: Televisions, Regulator: Samoa, Record ID: WSM-PR-000067

**Progress / Navigation (Forward Only)** → Registration Type, Applicant Details, Product Model Details, Product Specifications, Test Results, Performance Claims, Declaration & Submit

**Input data into fields** → 50 (Screen size)

**Print a copy of your Application** → Export to PDF

**Save the application and continue to the Next section** → Save & Continue

**Exit the application (and save)** → Save & Exit

# Brand Name field (special case)

(Helps maintain consistency from one application to the next)

Registration Type

Applicant Details

**Product Model Details**

Product Specifications

PRODUCT MODEL DEATILS

Brand Name \*

Add new brand

Model Number/s \*



## Add new brand

Brand Name \*

Website URL

## Warnings and Errors (generally confined to Cat C only)

- Whenever you select **save and continue** at the bottom of each page, a check will be conducted on the data you have input
- If there are any omissions or inconsistencies either a warning or an error will be issued
- **Warnings:** are advisory only and will not prevent the submission of your application You can choose to either amend your input or ignore the warning
- **Errors:** Errors or omissions must be corrected before you can submit the application. If your page shows errors you cannot proceed to the following section until those errors are rectified.



# Sample Warning Page



Appliance Type: Televisions

Regulator: Samoa

Record ID: WSM-PR-000067

Registration Type

Applicant Details

Product Model Details

Product Specifications

Test Results

Performance Claims

Declaration & Submit

Export to PDF

The page you just completed contains warnings. Please read each of the warning messages below and review the values you have entered. If you are confident that the information you have entered is correct you can simply continue to complete the remainder of the application form by clicking the "Continue (Ignore Warnings)" button below. Otherwise, click the "Revise input" button if you wish do wish to address these warnings Click "Save & Exit" if you wish to complete this application form at a later date.

## PERFORMANCE CLAIMS : WARNINGS

1. Star Rating Index

**13.521149684559\*** This value is outside the expected range - please check (including the units)

Revise Input

Save & Exit

Continue (Ignore Warnings)

## Uploading Files (Mandatory for Cat C only)

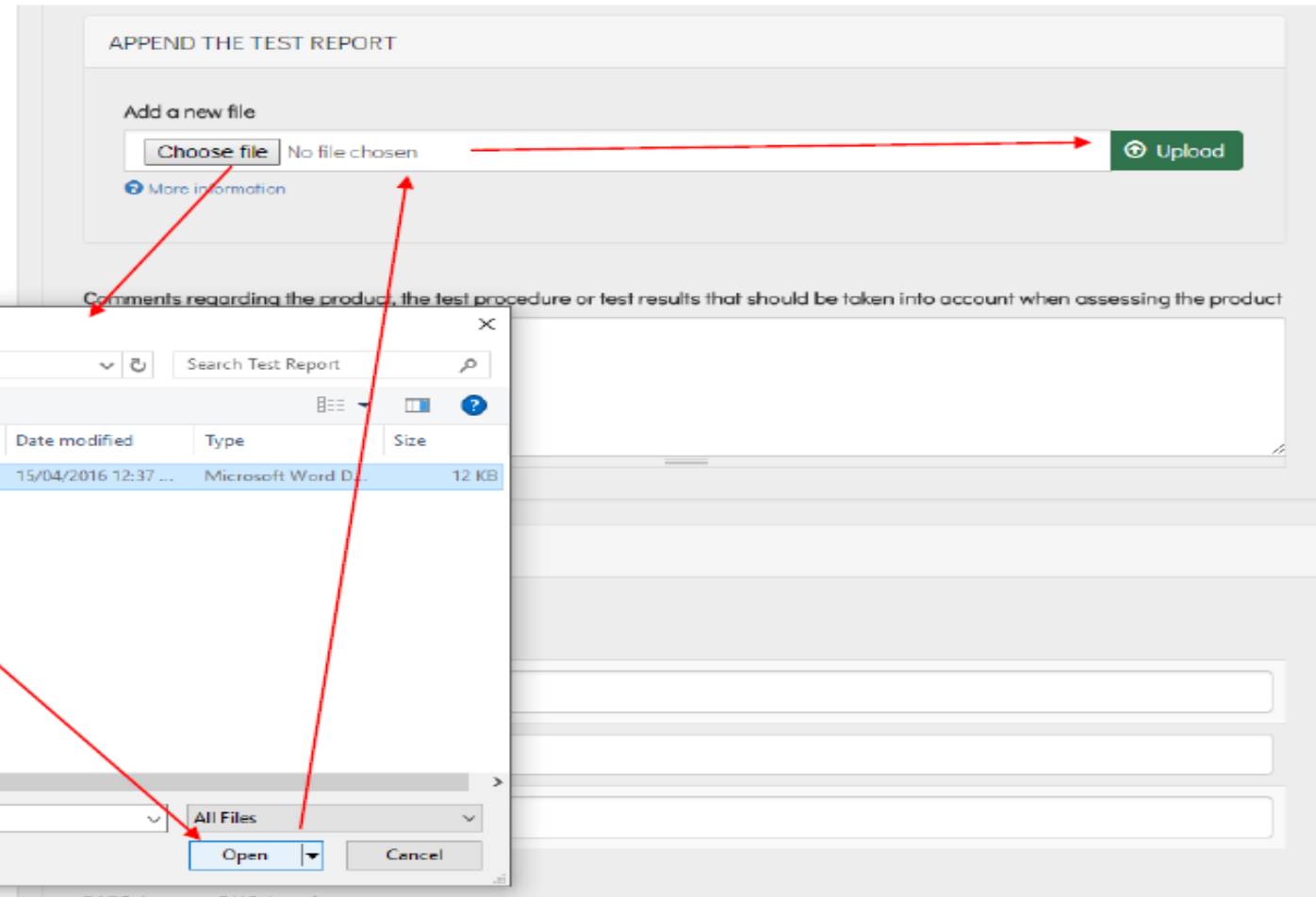
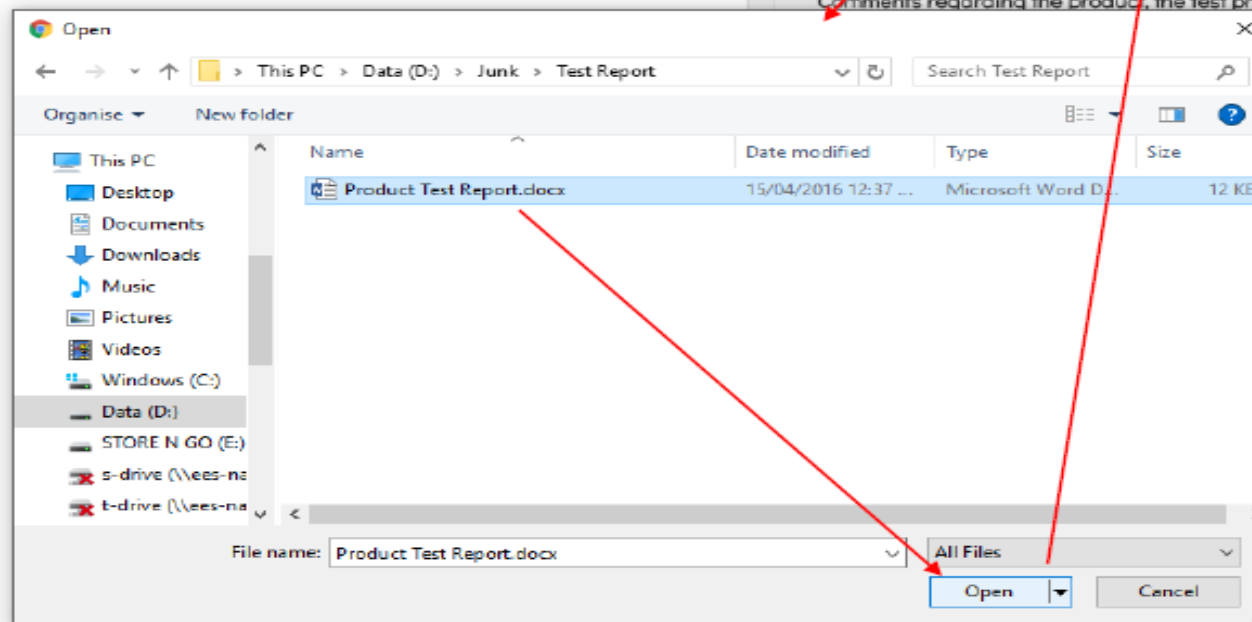
On selected pages as follows you may be required to upload various documents:

- Product Model Details page : optional upload of an image of the product
- Test Results page: For category C type applications only, a copy of the products test report
- Performance Claims page: For category C type applications only, an image of the energy label to be affixed to the product.
- Can add in other uploads as required e.g. a written declaration by a manufacturer/supplier



# Uploading Files

- Click “choose file”
- Browse your directory
- Locate file and “open”
- Once desired file is listed  
In the “Add new file” field  
Click the Upload button



## Submitting a product registration application

- The final page of the application form contains a list of all the sections within the application (and their status) followed by a declaration statement and a “submit” button (see over).
- If any section of the application had a warning issued against it this will show highlighted in yellow rather than green on the summary at the top of this final page.
- Click on the “submit” button to lodge your application (status changes from “Draft” to “Submitted”)

# Submitting a product registration application

Appliance Type: Refrigerators and freezers      Regulator: Cook Islands      Record ID: COK-PR-000041

Registration Type

Applicant Details

Product Model Details

Product Specifications

Test Results

Performance Claims

Declaration & Submit

Export to PDF

### Declaration & Submit

Registration Type : Complete

Applicant Details : Complete

Model Details : Complete

Product Specifications : Complete

Test Results : Complete

Performance Claims : Incomplete with errors

Remarks to regulator regarding this application:

Product Suppliers Declaration:

Authorised Officer Declaration

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At the time of making this application I declare that I:

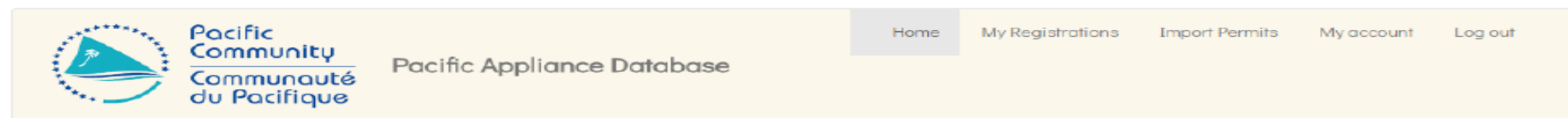
- am the Authorised Officer for the entity submitting the application<br>
- am authorised by the applicant to make this application, to deal with all aspects of the registration process for the application and to bind the applicant accordingly;
- take full responsibility for the accuracy and completeness of the material that I have provided as part of this application;<br>
- understand that it is an offence to provide false or misleading information in this application;
- understand that by submitting this application that I make this declaration.

Submit

# Making an Application to Import a Product

# Initiating an Import Permit Application

From the Home page – select: Create:  
“New Import Permit Application”



The screenshot shows the top navigation bar of the Pacific Appliance Database. On the left is the Pacific Community logo. In the center is the text "Pacific Appliance Database". On the right is a horizontal menu with five items: "Home" (highlighted), "My Registrations", "Import Permits", "My account", and "Log out".

Welcome : wsm\_applicant

Create:

New product registration application

New Import permit application

Search My:

Registration records

Import Permit Records

Management:

Manage my account

Manage my brands

Help

You will then need to nominate:

- The country into which you wish to import the product
- The type of product you intend importing
- What category of importer you are (see page iii)
- The registration number of the product you wish to import (unless exempted)

# Initiating an Import Permit (Search, Select, Submit)

## New Import Permit Application

Country of Importation? \*  
Solomon Islands

Product type to be imported? \*  
Refrigerators and freezers

Category of Importer \*  
(A) Importers for sale or retail

Product Registration number  
WSM-RF-000001

Submit

## PAD Registrations Approved

Key data imported from selected record

Record ID/Registration No Brand Model No Search

Registration No.	Product Type	Brand	Model No.	Standard	Status	Record ID	Action
WSM-RF-000001	Refrigerators and freezers	GRAM	KS290-01	AS/NZS 4474.1:2007/Amdt 2:2011	APPROVED	WSM-PR-000002	Select
WSM-RF-000002	Refrigerators and freezers	GRAM	KF320-01	AS/NZS 4474.1:2007/Amdt 2:2011	APPROVED	WSM-PR-000004	Select



## Import Permits - Important Notes

**Note 1:** If the product you wish to import cannot be found on the register at the bottom of the page then you will have to register it yourself prior to completing the import permit application (some exemptions apply for category 3 and 4 importers in certain jurisdictions).

**Note 2:** You can import any product provided it is on the register of approved products, even if it was registered by another entity. However, if you import a product registered by someone else you must carefully check and confirm the performance claims made in relation to that product as you may be held accountable if that product is found not to meet those performance claims.



## Completing an Import Permit

- Import application forms consist of a total of 4 pages, all of which must be completed:
  - Importers Details
  - Product Details
  - Importation details
  - Declaration and submit
- The first two sections will be automatically filled in based on the source registration number nominated
- You will then need to complete the “Importation details” (shipping agent details, port of discharge, number of items etc.) followed by the declaration page where you submit your application.

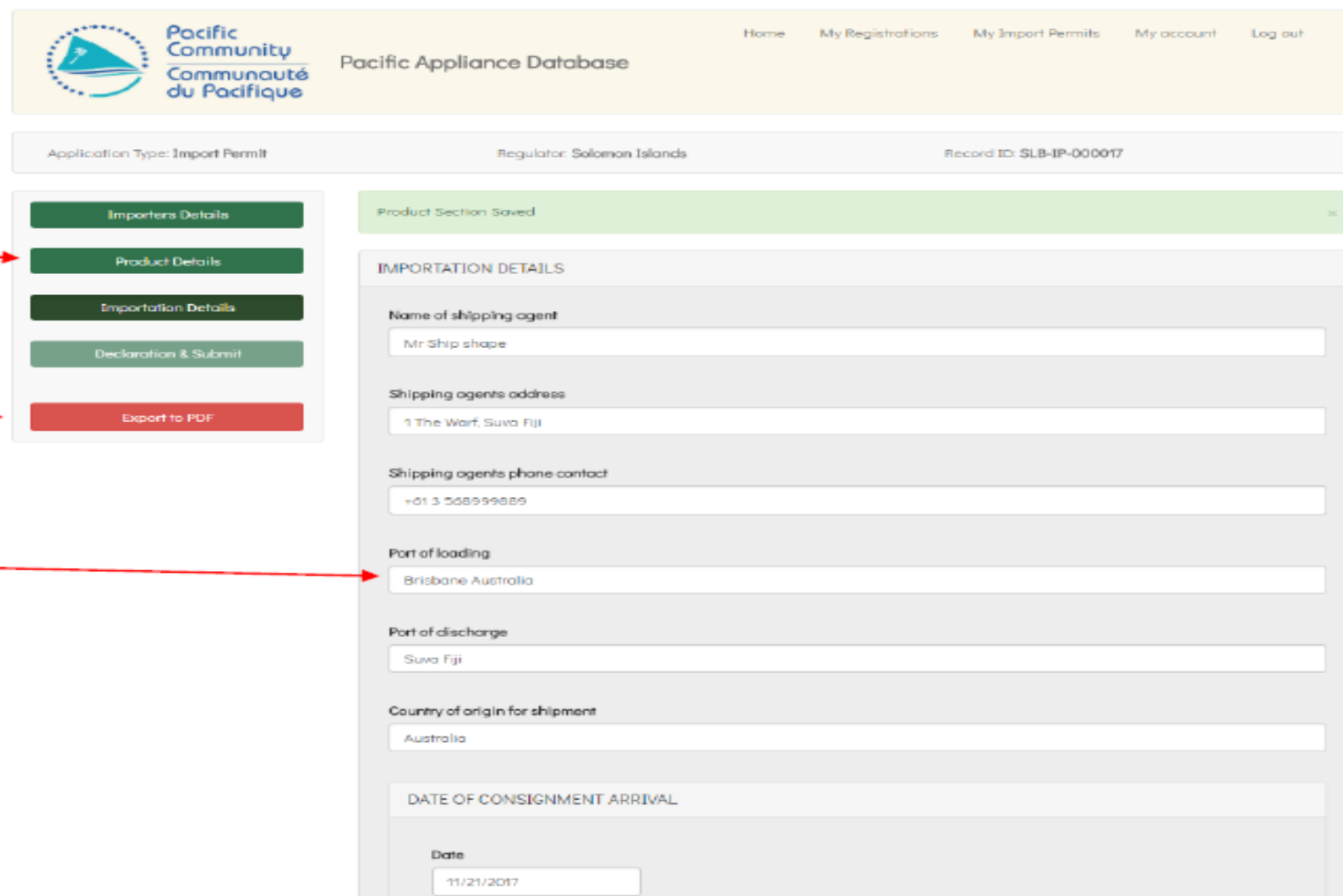
# Sample Import Permit Application Form

Information

Progress / Navigation  
(Forward Only)

Print a copy of your  
application

Input data into fields



The screenshot shows a web application interface for the Pacific Appliance Database. At the top, there is a navigation bar with the Pacific Community logo and the text 'Pacific Appliance Database'. To the right of the logo are links for 'Home', 'My Registrations', 'My Import Permits', 'My account', and 'Log out'. Below the navigation bar, a header bar displays 'Application Type: Import Permit', 'Regulator: Solomon Islands', and 'Record ID: SLB-IP-000017'. A green notification bar at the top right says 'Product Section Saved'. On the left side, there is a vertical navigation menu with four buttons: 'Importers Details', 'Product Details', 'Importation Details', and 'Declaration & Submit'. At the bottom of this menu is a red button labeled 'Export to PDF'. The main content area is titled 'IMPORTATION DETAILS' and contains several input fields: 'Name of shipping agent' (filled with 'Mr Ship shape'), 'Shipping agents address' (filled with '1 The Warf, Suva Fiji'), 'Shipping agents phone contact' (filled with '+61 3 56899889'), 'Port of loading' (filled with 'Brisbane Australia'), 'Port of discharge' (filled with 'Suva Fiji'), and 'Country of origin for shipment' (filled with 'Australia'). Below these fields is a section titled 'DATE OF CONSIGNMENT ARRIVAL' with a 'Date' input field filled with '11/21/2017'.

THANK YOU!!

Question??