

PiES Producer Price Indices E-Survey System E-Survey User Guide



Introduction



The Producer Price Indices E-Survey System (PIES) provides respondents with a convenient and secured online platform to submit their survey returns.

Respondents can complete the surveys and submit them online, or download the softcopy to complete offline and upload back to PIES upon completion. All transactions on PIES are confidential and secure.





Set Up CorpPass Account

CorpPass is the corporate digital identity for businesses to transact online with the Government. In order for you to access PIES, the following <u>one-time</u> set-up must be completed.

- You must have a CorpPass User Account. Approach your CorpPass Administrator to create the Account for you. To identify your company's CorpPass Administrator, you may do a search via the CorpPass website at www.corppass.gov.sg, under Menu tab > Services > Find Your Corppass Admin.
- Your company's CorpPass Administrator shall need to assign your account to the e-service "Producer Price Indices E-Survey System (PIES)".
- 3. Log-in to <u>www.corppass.gov.sg</u> to activate your account, either with an NRIC/FIN or Foreign ID.



For CorpPass related queries, contact: Tel: (+65) 6335 3530 Email: support@corppass.gov.sg



Log-in to PIES



Once your CorpPass account has been activated and assigned the e-service, you are now ready to transact with PIES.

- 1. Go to: <u>http://go.gov.sg/dos-pies</u>
- 2. Click "Log in with SingPass"





Log-in to PIES



Once you have login via Singpass successfully, you will be directed to "Add Survey Access" page to enter the Respondent Access ID* for the first time. If Respondent Access ID has been added previously, you will be directed to "My Profile" page instead.

*Respondent Access ID will be provided to you along with our survey notification letter/email.

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My Profile

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Completing the Survey

Go to My Surveys > Pending tab, it will list the price surveys which you are required to complete.

You can view the Survey Name, Survey Period, Survey Due Date and Survey Status for each Survey listed.

• Click on the "Start Survey" button to access the survey.

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Completing the Survey

Upon clicking on "Start Survey", the system will takes you to the "Survey Overview" page. To make a submission, you can select "Enter Data Online" or "Upload Survey Data".

- Click on "Proceed to Survey" button to complete the price survey online; or
- Click on "Download Survey (PDF)" or "Download Survey (Excel)" button to download the survey to complete offline and upload back to PIES upon completion by clicking "Upload File".

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DOS officer-in-charge as shown.



Click on "Proceed to Survey" button to complete the price survey online; **or**

Click on "Download Survey (PDF)" or "Download Survey (Excel)" button to download the survey to complete offline and upload it back to PIES upon completion by clicking "Upload File".



Upon clicking "Proceed to Survey", you will be re-directed to the survey page to key in the required price information.

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required Survey Forms, Replacement Forms (if any) and New Item Forms (if any), for your completion. The compulsory field(s) to fill in are marked with a red asterisk "*". Greyed out fields are non-editable. If there is any discrepancy, pls indicate under remarks.



Some form features include:

- "Copy" button under Copy from Previous Period row
- 2 Checkbox under "Tick if No Price Data" row (Note: this will apply to all items in the price table)

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- For example: Click "Copy" button for Month of Oct 2021 will copy the price, UOM and Currency over from Sep 2021 to Oct 2021.
- For example: Tick the checkbox for Nov 2021 if there is no price for Nov 2021, the cells for items in the table for Nov 2021 will be greyed out.



1 If only selected items in the price table do not have price data, you may indicate "Has Price" or "No Price" in the dropdown list as shown below.

2 Alternatively, you can indicate under the remarks.

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1 When navigating between the forms, your data entry will be auto-saved. However, to prevent any potential data lost, please remember to save your inputs by clicking on "Save as Draft".

2 After clicking on "Proceed to Submit" button, completed forms without any error will have a green tick ✓ icon shown for the respective survey forms while those with error(s) will have a red ! icon shown.

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Please correct the error(s) before proceeding to submit, if there is any validation error(s) found.

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Replacement Item Form

If an Item is no longer available, you can tick the "Tick if Item(s) Has Ended" checkbox and the corresponding Replacement Item Form may be generated (if applicable).

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1 Tick the "Tick if Item(s) Has Ended" checkbox if the item is no longer available. 2 Click on "Ok" when the dialog box "Confirm to end items(s)?" pops up.



Replacement Item Form

If there is no Replacement item for the item that has ended, you may delete the Replacement Form(s).

Survey: PIES Survey	This replacement this form using the	form was generated as you had indicated that one e "Delete Item Form" button at the bottom of this pa	service/item under survey form: 692040; ige.	20001 had ended. If you a	re unable to provide a rep	placement for the ende	d service/item, please delete
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Replacement Item Form

After the Replacement Form is deleted, you can indicate in the Remarks of the Survey Form if there is no replacement available for the Item ended.

If the item has not ended, you can also undo the replacement action by unchecking "Tick if Item(s) Has Ended".

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The Replacement Form will no longer appear in the survey panel.

New Item Form

If no Replacement Form is generated, please provide replacement through the New Item Form.

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Add Supporting Document

Optional: If there is any supporting document that you would like to supplement with the survey submission, you may do so by uploading it in "Supporting Document" page.

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		Click on "Upload"						
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		file is inserted.					51	NCAPORE

Add Supporting Document

Once the file is uploaded, the file name is displayed as a hyperlink. You may click on the hyperlink to view the uploaded file. If you need to remove the uploaded file, you can click on "Remove File" button.





Survey Submission Preview Page

After clicking on "Proceed to Submit" button at the survey page, you will be able to view all submitted forms.

Verify that the data entered is correct before you proceed with your submission.







Survey Submission Preview Page

- When verifying the submission, if you are at the bottom of the "Survey Submission Preview" page, you may click on "Return to Top to Confirm Submission" button to submit the form without the need to scroll up the way.
- 2 You can also choose to print or download the survey forms in PDF or excel format before you proceed with the submission.

Form C - 69201010001

Print

Download Survey (PDF)

Download Survey (Excel)

Item Specification Name 1 Item Specification Value 1 Item Specification Name 4 Item Specification Value 4 Item Specification Name 2 Item Specification Value 2

Item Specification Name 3 Item Specification Value 3

Item(s) Has Ended: No		UOM	Survey Months	Aug 2021 No	Sep 2021 No	Oct 2021 No	Nov 2021 No	Dec 2021 No
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AcknowledgementPage

Upon clicking on "Confirm Submission" button at the "Survey Submission Preview" page, you will be directed to the "Survey Acknowledgement" page.

- Click on "Close" Close the Acknowledgement page and redirect to My Surveys > Completed tab
- Click on "Download Survey (PDF)" download the completed survey in PDF
- Click on "Download Survey (Excel)" download the completed survey in Excel format
- Click on "Print" Print out Acknowledgement Page

An acknowledgement email will also be sent to you for your reference.





Completed Survey





Request Amend Survey







Thank you for your support.

For further enquiries, you can contact the DOS Officer-in-charge of the survey (refer to Slide 8)

