

# ARCSTONE

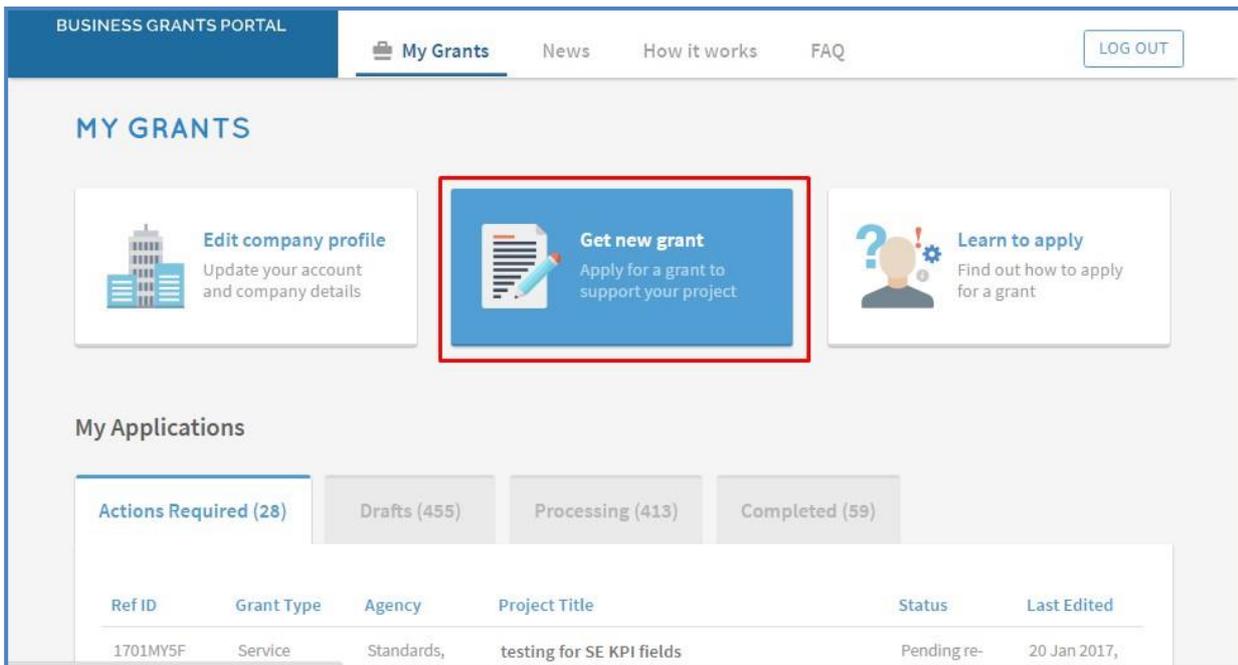
## Step-by-step guide for Productivity Solutions Grant (PSG)

Link: <https://www.businessgrants.gov.sg/>

### Application Submission

#### Step 1/8:

- Login to BGP > My Grants tab
- Click on 'Get new grant'



The screenshot shows the 'BUSINESS GRANTS PORTAL' interface. The 'My Grants' tab is selected in the top navigation bar. Below the navigation, there are three main action cards: 'Edit company profile', 'Get new grant' (highlighted with a red box), and 'Learn to apply'. The 'Get new grant' card contains the text 'Apply for a grant to support your project'. Below these cards is a 'My Applications' section with a table of application statuses and a list of applications.

Ref ID	Grant Type	Agency	Project Title	Status	Last Edited
1701MY5F	Service	Standards,	testing for SE KPI fields	Pending re-	20 Jan 2017,

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## Step 2/8: Select business sector and grant type

- Select “Advanced Manufacturing”



### Which sector best describes your business?

Agriculture	Air Transport	Building & Construction
Education	Environmental Services	Financial Services
Food & Beverages	Healthcare	IT
Landscape	Logistics	Manufacturing & Engineering
Maritime	Media	Precision Engineering
Real Estate	Retail	Cleantech
Services	Tourism	Marine & Offshore
Others		Advanced Manufacturing
		Engineering Services
		Biomedical Sciences
		Other Manufacturing
		Professional Services
		Security
		Wholesale Trade

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- Click on 'Upgrade key business areas, such as adopt technology, improve business processes or raise service standards'

« Back to My Grants



Select sector      Select grant      Apply for grant

**I need this grant to**

**Bring my business overseas or establish a stronger international presence**  
Provides financial incentives to help businesses take the first step overseas or establish a stronger international presence

**Upgrade key business areas, such as adopt technology, improve business processes or raise service standards**  
Provides financial incentives to help businesses upgrade through ready solutions or embarking on capability upgrading projects

← Previous      Next →

- Click on 'Pre-scoped Productivity Solutions'



Select sector      Select grant      Apply for grant

**Which best describes the area you will develop with this grant?**

**Pre-scoped Productivity Solutions**  
Improve productivity with pre-scoped off-the-shelf equipment/IT solutions

**Core Capabilities**  
Projects that help companies strengthen their business foundation to grow and transform. Supportable project scopes include Business Strategy Development, Financial Management, Brand & Marketing Strategies Development, Service Excellence and Human Capital Development.

**Innovation & Productivity**  
Projects that help companies improve operational efficiencies and develop new business models, technologically novel products or processes. Supportable project scopes include Process Redesign, Product Development, Business Model and Process Innovation.

← Previous      Apply

# ARCSTONE

## Step 3/8: Eligibility

- Check 'Yes' if you meet the eligibility criteria

[← Back to Grant Actions](#)

**Eligibility**

Contact Details

Proposal

Cost

Business Impact

Declare & Review

**Pre-scoped Productivity Solutions (PSG)**

**CHECK YOUR ELIGIBILITY**

\* Mandatory field

"Applicant" or "you" refers to the company or business applying for this grant, e.g a sole proprietorship, partnership, limited liability partnership, or private limited company.

To qualify for this grant, the applicant must meet the following criteria.

- The applicant must be registered in Singapore.
- The applicant's purchase/lease/subscription of the IT solution or equipment must be used in Singapore.
- The applicant must not have:
  - made any payment to a supplier, vendor or third party in relation to the purchase/lease/subscription of the IT solution or equipment.
  - signed or confirmed any contract or purchase order with a supplier, vendor or third party in relation to the purchase/lease/subscription of the IT solution or equipment.

Does the applicant meet the eligibility criteria? \*

Yes  No

Save

Next →

## Step 4/8: Contact Details

- Fill in details of the main contact person

[← Back to Grant Actions](#)

Eligibility

Contact Details

Proposal 1

Cost 1

Business Impact

Declare & Review

Pre-scoped Productivity Solutions (PSG)

### PROVIDE YOUR CONTACT DETAILS

\* Mandatory field

#### Main Contact Person

The person submitting this application is the main contact person. Notifications about the application will be sent to them. Update this as necessary whenever you resubmit the application.

Name \*

Job Title \*

Contact No \*

Email \*

Alternate Contact Person's Email

- Fill in details of the Letter of Offer addressee

[← Back to Grant Actions](#)

Eligibility

Contact Details

Proposal 1

Cost 1

Business Impact

Declare & Review

Blk/Hse No.  Street

Level  Unit  Building Name

#### Letter Of Offer Addressee

This should be the CEO or Managing Director as registered with ACRA, or other authorised individuals.

Same as main contact person

Name \*

Job Title \*

Email \*

[← Previous](#) [Save](#) [Next →](#)

# ARCSTONE

## Step 5/8: Proposal

- Indicate 'IT Solution'
- Type "Arcstone" in search bar

The screenshot shows the 'SUBMIT YOUR PROPOSAL' form. On the left is a navigation sidebar with options: Eligibility, Contact Details, Proposal (highlighted with a red '1'), Cost, Business Impact, and Declare & Review. The main content area is titled 'Pre-scoped Productivity Solutions (PSG)'. A green banner indicates a mandatory field. The form asks 'What type of solution are you purchasing?' with radio buttons for Equipment, IT Solution (selected), and Consultancy Service. Below is a search bar for 'Advanced Manufacturing' solutions, with a placeholder 'Type to search by solution, vendor, category or keyword'. There are also input fields for 'No Of Units' (value: 1) and 'When do you intend to start using this solution?' (value: eg. 25 Jan 2021).

- Select 'Arcstone Pte Ltd' and fill in details of IT solution
- Click 'Select Files' to upload quotation from Arcstone

The screenshot shows the 'Vendor Details' form. It includes a 'Vendor List' dropdown menu with 'Arcstone Pte Ltd' selected. Below this, the UEN is listed as '201314580M'. The 'Upload supporting documents' section lists required documents: Selected vendor's quotations, and other supporting documents (optional) such as Licences for the Waste Management Sector, Cleaning Sector, and Security Sector. A large red dashed box contains a cloud icon with an upward arrow, the text 'Drag and drop files here or', and a blue 'Select Files' button. A red note below the box says 'Please provide the required document(s)'.

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- Fill in your deployment location

**Deployment Locations**

Where will this solution be used? Enter at least one location.\*

Your claim will only be processed when the solution has been provided to all locations. If your solution will be rolled out to different locations in phases, you might want to consider submitting separate grants for each location.

^

Location Type\* Select...

Building Name  Blk/Hse

Level  Unit

Does your business operate from this address? \*

Yes  No

[Add New Location](#)

[← Previous](#) [Save](#) [Next →](#)

# ARCSTONE

## Step 6/8: Cost

- Fill in details of project cost

**PROVIDE DETAILS OF COSTS**

\* Mandatory field

All fees listed below must be in the quote attached.

Solution Type	IT Solution
Solution Name	nil
No Of Units	1
How do you intend to make the purchase? *	Select...

← Previous Save Next →

## Step 7/8: Business Impact

- Fill in details of overall impact
- Fill in details of productivity gains

**EXPLAIN THE BUSINESS IMPACT**

\* Mandatory field

### Overall Impact

Describe how the solution will change the way you do things \*

*e.g. I used to have to prune the hedges manually. With this solution, this process will be automated.*

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### Productivity Gains

What task will be more efficient with the new solution? \*

E.g. prune trees, send emails, flip burgers

How much more efficient do you expect this task to be? \*

%

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## Step 8/8: Declare & Submit

- Complete declaration section accordingly
- Where applicable, indicate your consent & acknowledgement
- Review your application and click 'Submit'

[← Back to Grant Actions](#)

- Eligibility
- Contact Details
- Proposal 3
- Cost
- Business Impact
- Declare & Review**

to you, please click "No". \*

No  Yes

### Consent & Acknowledgement

a. The Applicant consents to the release of any information provided in this application or in support of this application or information on any consequential provision of grant by the Agency to other public agencies for the purposes of assessing the Applicant's suitability for their grant or other assistance schemes or for public policy analysis or formulation or public data analytics purposes, and to external auditors.

b. The Applicant acknowledges that the submission of this application does not, of itself, automatically entitle the Applicant to funding, and all project funding stated in this application is purely an estimation and will be subject to evaluation. The Applicant also understands that the funding shall be subject to such further terms and conditions as may be set out in the Letter of Offer, where applicable.

c. The Applicant acknowledges and agrees that it shall be undertaking the project at its own cost and risk. The Applicant agrees that in no event will the Agency be liable to the applicant for any direct or indirect losses or damages, including loss of income, profit or savings or indirect, incidental, special, consequential, or punitive damages arising from or in connection with this Application.

d. The Applicant agrees to indemnify the Agency against any claims made against the Agency or incurred by the Agency arising from or in connection with this Application.

The Applicant hereby acknowledges and consents to the above. \*

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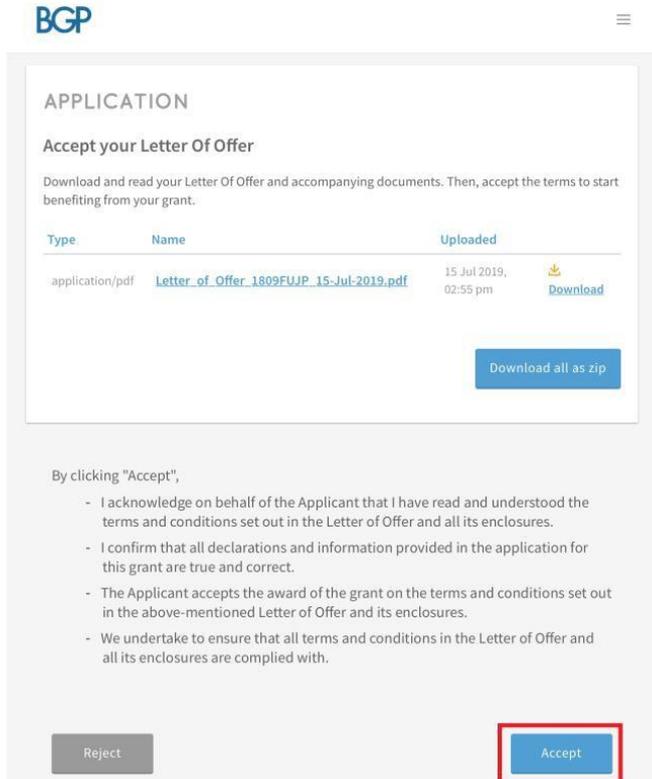
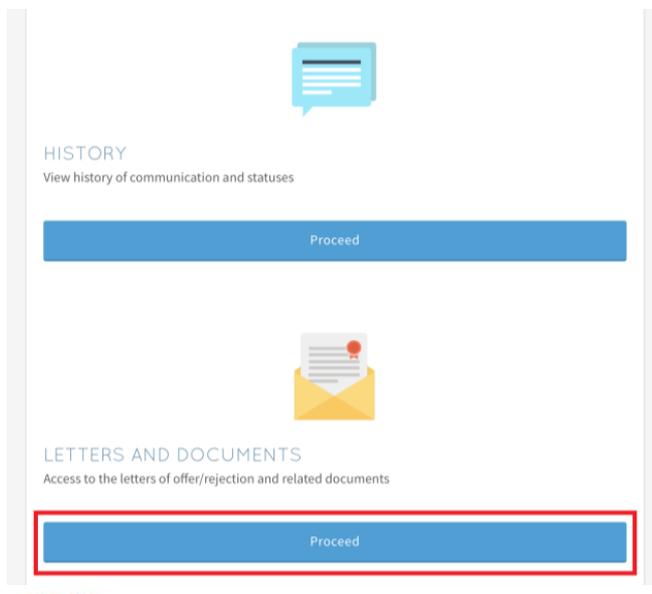
[← Previous](#) [Save](#) [Review](#)

# ARCSTONE

## Acceptance of Letter of Offer (LOF)

### Step 1/1:

- Login to BGP > 'My Grants' tab
- Click 'Proceed' in the 'Letters And Documents' section and click 'Accept'
- [CorpPass](#): Kindly note that digital service access should be created for MTI – Business Grants Portal and only users with an Acceptor role can accept the LOF

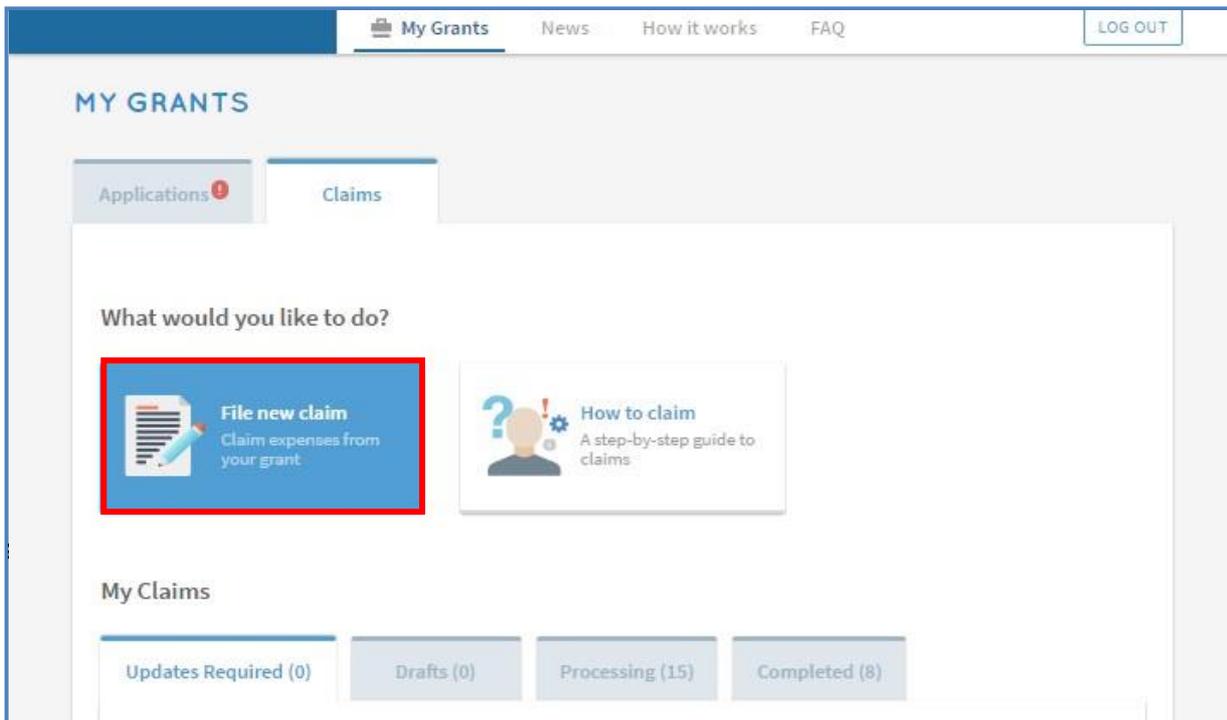


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## Claims Submission

### Step 1/6:

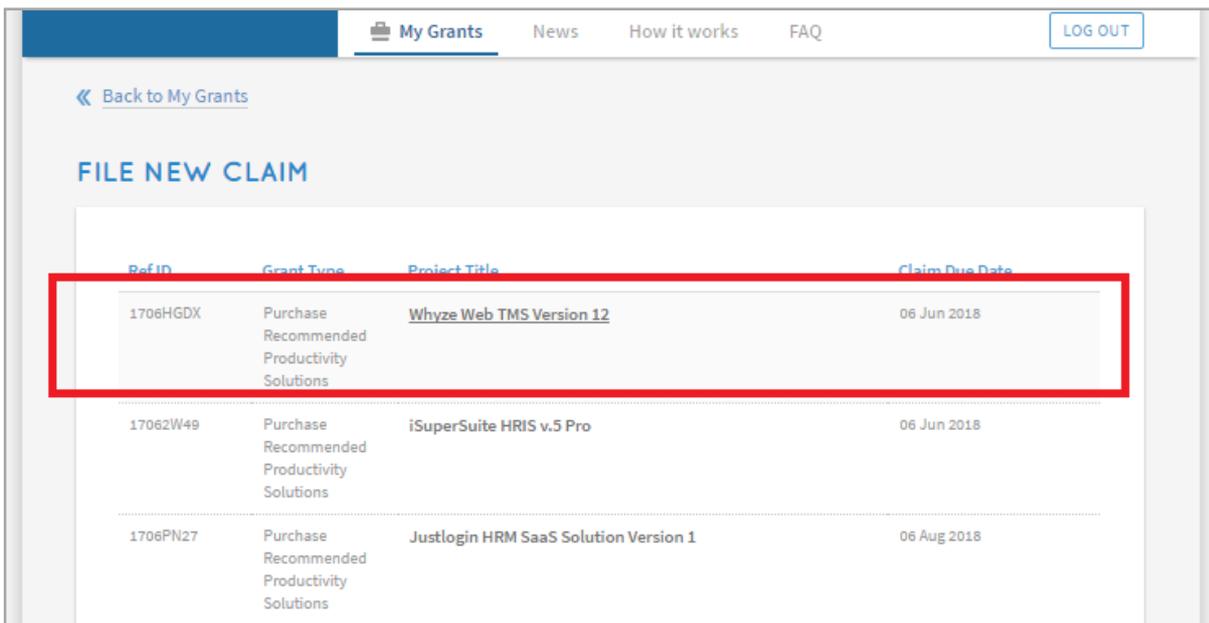
- Login to BGP > My Grants > Claims
- Click on 'File new claim'



# ARCSTONE

## Step 2/6:

- Select approved grant you wish to submit claim for



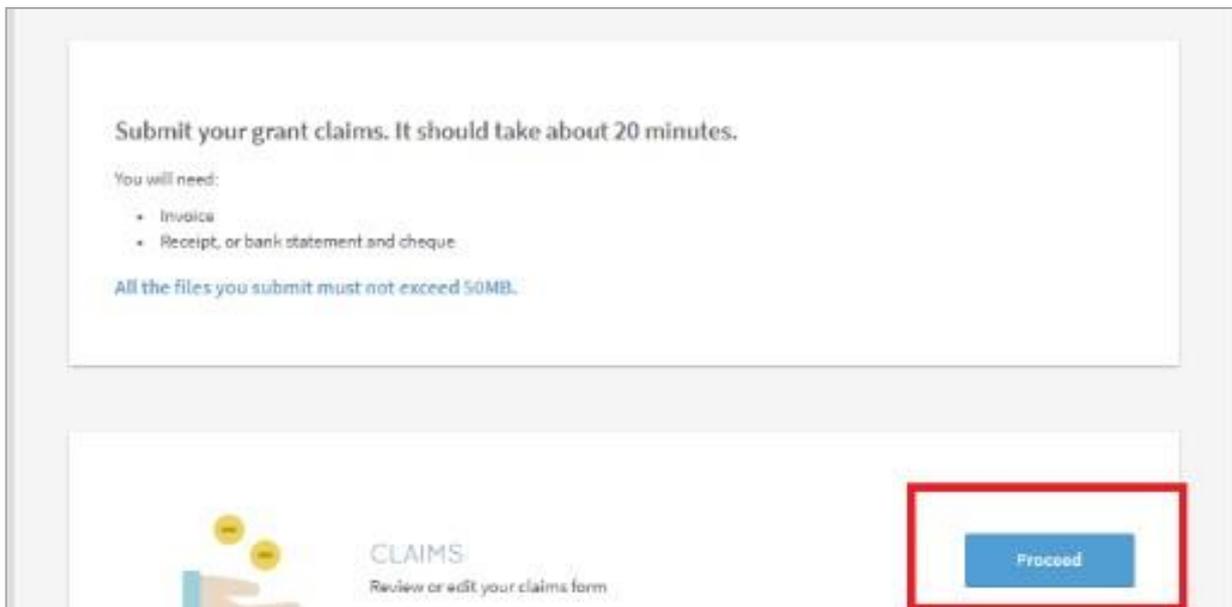
My Grants News How it works FAQ LOG OUT

Back to My Grants

### FILE NEW CLAIM

RefID	Grant Type	Project Title	Claim Due Date
1706HGDX	Purchase Recommended Productivity Solutions	<u>Whyze Web TMS Version 12</u>	06 Jun 2018
17062W49	Purchase Recommended Productivity Solutions	iSuperSuite HRIS v.5 Pro	06 Jun 2018
1706PN27	Purchase Recommended Productivity Solutions	Justlogin HRM SaaS Solution Version 1	06 Aug 2018

- Click 'Proceed'



Submit your grant claims. It should take about 20 minutes.

You will need:

- Invoice
- Receipt, or bank statement and cheque

All the files you submit must not exceed 50MB.

**CLAIMS**  
Review or edit your claims form

Proceed

# ARCSTONE

## Step 3/6: Contact Details

- Fill in your contact details

[← Back to Claim Actions](#)

Same as previous submission

**Contact Details** 3

Claim Information

Business Outcomes

Declare & Review

### Main Contact Person

The person submitting this claim is the main contact person. Notifications about the claim will be sent to them. Update this as necessary whenever you resubmit the claim.

Name \*

Job Title \*

Contact No \*

Email \*

Alternate Contact Person's Email

# ARCSTONE

## Step 4/6: Claim Information

- Fill in your claim information
- Fill in payment details

[← Back to Claim Actions](#)

Contact Details

**Claim Information**

Business Outcomes

Declare & Review

### UPDATE YOUR CLAIMS INFORMATION

\* Mandatory field

#### Solution Details

Solution Type

Solution Name

Vendor Name

UEN

I used a different vendor.

Key in your software license numbers or equipment serial numbers \*

500 characters left

- Upload supporting documents

[← Back to Claim Actions](#)

Contact Details

**Claim Information**

Business Outcomes

Declare & Review

500 characters left

#### Upload supporting documents \*

Only jpg, png, gif, zip, doc, docx, ppt, pptx, pdf, xls, xlsx files supported.  
Each file cannot exceed 10 MB. Any special characters in your file name will be removed.

- Invoice \*
- Bank Statement showing payment \*
- Purchase Order or signed acceptance of quotation/Contract \*
- Receipt or cheque \*
- Pictures \*
  - Licence number(s) of software
- Usage report \*
  - At least one month
- Other documents

Drag and drop files here  
or

Select Files

#### Payment

Will this be your final claim? Yes

Mode of Purchase

# ARCSTONE

- Fill in deployment location
- Fill in your claim amount

[← Back to Claim Actions](#)

Contact Details

Claim Information

Business Outcomes

Declare & Review

Postal Code \*

Blk/Hse No.  Street

Level  Unit  Building Name

Does your business operate from this address? \*

Yes  No

Is your address a shared office? \*

Yes  No

[Add New Location](#)

[← Previous](#) [Save](#) [Next →](#)

# ARCSTONE

## Step 5/6: Business Outcomes

- Fill in details of business outcomes

[← Back to Claim Actions](#)

Contact Details

Claim Information

**Business Outcomes**

Declare & Review

Same as previous submission

What task will be more efficient with the new solution? \*

How much more efficient is this task now? \*

 %  

How much is the reduction of man-hours for this task with the solution? \*

 %  

We need a response for this field

If your projections have changed, tell us why.

This will help us to identify better solutions in the future. Your feedback will not affect your grant disbursement.

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[← Previous](#) [Save](#) [Next →](#)

# ARCSTONE

## Step 6/6: Declaration & Submit

- Complete declaration section accordingly
- Where applicable, indicate your consent & acknowledgement
- Review claim and click 'Submit'

[← Back to Claim Actions](#)

Contact Details

Claim Information

Business Outcomes

**Declare & Review**

No  Yes

Select an option

### Consent & Acknowledgement

a. The Applicant states that the information in this claim and the accompanying information is true and correct.

b. The Applicant confirms that if a related party paid any of the costs in this claim, details of such payments are set out in the claim. All grant disbursements are on a reimbursement basis to the Applicant only.

c. The Applicant has complied with the prevailing terms and conditions for the grant awarded and understands that they are to ensure continued compliance with the terms and conditions for the grant. If the Applicant obtains payment of the grant through false or misleading statements or documents, the Applicant may be prosecuted under the Penal Code. In addition, the Agency disbursing the grant may, at their discretion, withdraw the grant and recover immediately from the Applicant any amount of the grant that has been disbursed.

The Applicant hereby acknowledges and consents to the above. \*

Acknowledge and consent to the terms to proceed

← Previous Save Review