STP Claims – Quick User Guide

Submission of STP Claim Request

1. Logon to your STPNet account via (http://stpnet.enterprisesg.gov.sg/apply).
   1.1 You would need a CorpPass Account in order to log in. Please click here for a step-by-step guide to set up your CorpPass account. Please ensure that you have been given access on CorpPass to be an authorised representative to use the STPNet e-service.

   1.2 If you have not logged in with using your CorpPass previously, you will be required to log in with your valid email ID and password and you will be re-directed to the CorpPass sign-in page. Sign-in with your CorpPass details and you will be able to log in to STPNet. **Subsequently, you should select "Log In via CorpPass". Email ID and password log in will no longer be valid.**

2. Ensure that you have **"Accepted LOF"** for your internship placement that you wish to claim for.
   2.1 Under Quick Links on your STP Dashbaord, click **View Notifications (1) –** The number in brackets indicates how many notifications you have.

   2.2 Under the **Action Items for Internship Table**, click **Company accept LOF** under the "Action Required" column for the STP Internship placement you are looking to accept.

Enterprise Singapore

Dashboard | Apply ▾ | Interns ▾ | Positions ▾ | Settings ▾ | Download ▾

Notifications

ACTION ITEMS FOR INTERNSHIP

Placement ID	Application Date	Action Required	Remaining Days
STPIN-000221	2017-09-04 15:37:17	Company accept LOF	OVERDUE
STPIN-000222	2017-09-04 15:47:55	Company revise	OVERDUE

Refresh

2.3 Please go through all the terms and conditions of the Letter of Offer (LOF) and when you are ready to accept the LOF, click on the check box and click **Accept.**

ACCEPTANCE OF THE INTERNSHIP GRANT UNDER SME TALENT PROGRAMME (STP)

1. We refer to your letter of offer (LOF) for the following Intern(s) in table below

Candidates for Internship

NRIC	Name	IHL	Start	End	Number of weeks	Max Approved Grant
S1110000A	Archy Bon	ITE College Central	12-Sep-2017	11-Nov-2017	9	1,260.00

2. We confirm that my Company will undertake the Internship under SME Talent Programme and hereby accept a grant award not exceeding amount presented below, subject to the terms and conditions set out in the above-mentioned letter of offer.

Total Grant Amount: 1,260.00 (S$)

3. We understand the need for SPRING Singapore to ensure good governance of public funds and hence, we undertake to ensure that all claims for reimbursement and/or requests for advancement are true and correct, and all terms and conditions in the letter of offer are complied with.

4. Please download and view the LOF here.

Download LOF: File Ref. No.: M-IN-ASME-1700003

5. Please tick the box below after you have read the LOF and wish to accept this offer.

☐ I have read the terms and conditions set out in the Letter of Offer and I accept the said terms and conditions and the Letter of Offer. I understand that a breach of the terms and conditions may result in cancellation of the grant and return of any monies received under the grant.

Please click on 'ACCEPT' if you agree to all the terms & conditions of the LOF. After your project has been completed, you must submit all the relevant documents via STPNet. Claims must be submitted within 6 months from the end of the qualifying period of the LOF. Please click the link below for the list of required claim documents.

View required claim documents

Accept | Return to previous page

2.4 You will receive a pop-up asking you to confirm your acceptance of this LOF. Click **Yes** to proceed.

2.5 An acknowledgement receipt of your LOF acceptance will be generated in a separate tab. Please print and keep this acknowledgement receipt for your future reference.

Acknowledgement of LOF Acceptance

Please print this acknowledgement of your acceptance of the internship placement LOF for your future reference. Please note that you may assess the downloadable version of the LOF and the internship placement details under Interns>Internship Listing on the STPNet portal.

| Placement ID	STPIN-000221
Placement Date	04-Sep-2017
Placement Type	Internship
Acceptance Date	07-Sep-2017
File Ref. No	M-IN-ASME-1700003

Print this page	Close

2.6 Please note that you will only be able to put up a claim for your STP Internship application **1 DAY AFTER** you have accepted the LOF on STPNet.

3. In the navigation home page, select **Interns>Claim Listing.** You will be redirected to the **Claim Listing** page.
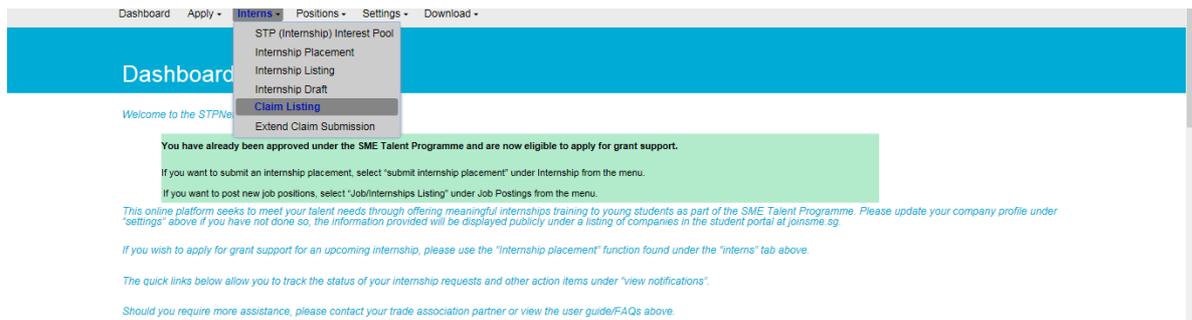
4. Click the **Submit** hyperlink for the appropriate claim you want to make under the **Internship Placements Due for Claims** table.
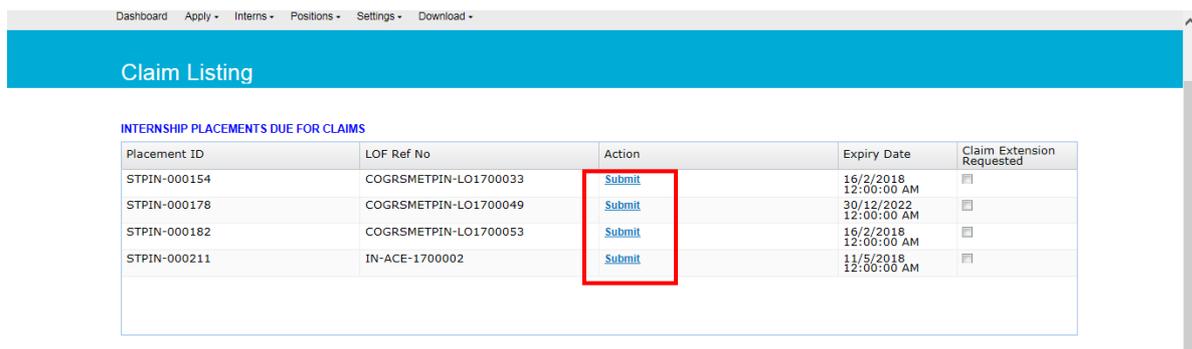
5. You will be redirected to **Claim For Internship Grant Under STP** page.

Claim For Internship Grant Under STP

Company Details

Company Name	ABC Pte Ltd
Internship	STPIN-000422
Have you submitted GIRO form previously?	⊙ Yes ⊙ No

NRIC	Full Name	Email	Contact	Stipend	IHL	Action
S0001111B	Benny MoveIn	benny@moving.comm	87654321	800	ITECE	**Upload Documents**

| Delete |

Note: If you are submitting a partial claim (i.e. not claiming for all the interns in the above table), please remove the intern(s) whom you are not claiming for currently by clicking on their name and then clicking on the "Delete" button at the bottom right hand corner of the table. You will be able to put up a claim for these intern(s) in your subsequent claim application.

Save As Draft	Submit	Cancel

6. Select answer for **Have you submitted GIRO form previously?**

   6.1 If you have not submitted it to Enterprise Singapore before, you will need to mail a hard copy to Enterprise Singapore. You can download a GIRO form using the hyperlink on this page if you select **No** (this form is also available in navigation **Download> GIRO Form**).

7. Click on **Upload Documents** hyperlink to expand **Mandatory Claim Document & Checklist** section for the student.

8. You need to upload at least one row with a payslip for the payslip table.

Mandatory Claim Document & Checklist

Company Name	ABC Pte Ltd
Intern Name	Benny MoveIn
Internship was delivered in accordance to the School Internship Scope and was conducted from the period of *	From 6/9/2017 To 7/10/2017

Allowance for the month of *	--Please select--	No of working days in week *	--Please select--	Deduction ($)	
Date From *		No of working days in month *		Actual Paid Out ($)*	
Date To *		No of days worked*			
Upload Payslip*	Browse... Upload				

| Remarks | |

| Add | Clear |

Date From	Date To	Total No of working days(A)	No Of days worked (B)	Deduction ($) if any	Expected minimum amount to be paid out	Actual Amount Paid Out	Remarks	Uploaded Copy of Payslip	Action

| Delete |

| Internship Allowance | | Total >> | |

9. To add a new row:
   9.1 Select **Allowance for the month**, **Date From**, **Date To** for a particular month.
   9.2 Select **No. of working days in week** for this month. You may choose different number of working days in a week for different months (if applicable, in accordance to your intern's work schedule).

   Note: If the number of working days in a week is not 5, 5.5 or 6, you may then select **Others** option from drop-down list and key in a number of working days in a month in the popup window.

   9.3 **No. of working days in month** field will be auto-populated by your selection of the **No. of working days in week** and will be a read-only field.
   9.4 Enter amount in **Deduction** field (if any and explain the reasons under **Remarks** field).
   9.5 Enter **Actual Paid Out** amount to intern.
   9.6 Click **Browse** button beside **Upload Payslip** label, select a file, click **Upload** button.
   9.7 Enter your remarks in **Remarks** field.
   9.8 Click **Add** button.
   9.9 Information will be saved in the table.
   9.10 Repeat steps 8.1 to 8.7 to input another month of claim for a particular intern.

10. To update an existing row:

   10.1 Click on **Edit** for the row you wish to update.

10.2 All information will be populated on the fields above.

10.3 Make necessary amendments.

10.4 Click **Update** button.

10.5 Information will be updated in the table below.

Note:

You can only upload one payslip document per row (for each month).

Your claim dates must fall within the internship period.

If you wish to delete a row, you may click on the row and click on **Delete** button at the bottom right hand corner of the table.

If you pay the intern less than the **expected minimum amount to be paid out**, you will receive a notification message. Make sure that you top-up the difference or explain the reason for the underpayment under the **Remarks** field. Otherwise, the claim will be reworked to you.

Remarks								
Add		Clear						
*Please note that for month of September you have underpaid the intern. Please top-up the difference to the intern and update the "Actual amount paid" and "Upload a payslip" fields OR explain reason for underpayment under Remarks.								
Date From	Date To	Total No of working days(A)	No Of days worked (B)	Deduction ($) if any	Expected minimum amount to be paid out	Actual Amount Paid Out	Remarks	Uploaded Copy of Payslip	Action
06-Sep-2017	30-Sep-2017	21	14	10	523.33	510		testdoc1.docx	Edit
									Delete
Internship Allowance					Total >> 523.33	510			

11. Upload Internship Report, Bank Statements and Company Feedback documents under **Upload Your Mandatory Documents** section. Minimum 1 uploaded file for each document type is required. If you have any other relevant supporting documents, you may upload them as well. To upload a document:

   11.1 Under relevant document type subsection click **Browse** button.
   11.2 Select a file.
   11.3 Click **Upload** button.
   11.4 The document will be added to the table below.

Note:

Company Feedback Form is available under this section. Please click on the hyperlink, save it and fill in it digitally. A Company Feedback Form has to be completed and uploaded for **each intern** that you are claiming for.

If you wish to delete uploaded document tick a checkbox beside the document in the table and click on **Delete** button at the bottom right hand corner of the table.

12. Check if student feedback is submitted. If student has completed the feedback, the checkbox **"Student Feedback is submitted"** will be ticked.

Note:

You are to ensure that each intern completes the online student feedback form by the end of the internship otherwise you will not be able to submit your claim. The student feedback must be completed online on via the JoinSME website. They would require their SingPass ID and password in order to log in and complete their feedback.

13. Click **Save Mandatory Documents** button to save information for the intern. Click **Yes** on confirmation popup message to proceed.

14. Click **Hide Student Details** button if you wish to collapse your claim application for this intern.

15. Repeat steps 6-11 for another intern (if applicable).

Note:

If you are submitting a partial claim (i.e. not claiming for all the interns in the above table), please remove the intern(s) whom you are not claiming for currently by clicking on their name and then clicking on the **Delete** button at the bottom right hand corner of the table. You will be able to put up a claim for these intern(s) in your subsequent claim application.

16. Click **Submit** button to send your internship claim for evaluation by Enterprise Singapore.

Rework of STP Claim Request

Your company will be notified by email if you are required to revise your claim request. Email subject will be "[Action required] Rework for Claim".

1. Logon to your STPNet account via (http://stpnet.enterprisesg.gov.sg/apply).

2. In the STPNet Dashboard click **View Notifications** hyperlink under **Quick Links** section.

3. You will be redirected to **Notifications** page.

4. Click on hyperlink **Company revise** under **Action Items for Claims** table.

5. Officer remarks will be shown at the top of page. Please complete all required actions.

6. You will be able to edit the intern's information, upload and/or delete documents and modify the **General Remarks** field. To edit an intern's detail, click on the **Action** hyperlink beside the selected intern, make amendments in the expanded section and click **Save Mandatory Documents** button. You can refer to steps 7-11 in the previous section on how to fill in/modify **Mandatory Claim Document & Checklist** section.

7. Type your comments in **Company Reply** textbox.

8. Click **Submit** button to send it back to Enterprise Singapore for evaluation.