

### 5.3 Edit Returned Claim

A claim may be returned by a SSG officer for further clarifications or to request for additional information. An authorised user of the company or training organisation will amend the returned claim with the required information and resubmits it to SSG for processing.

The process for editing a draft or returned claim is similar to that of a new claim creation. The difference is that editing of a draft or returned claim is by retrieving item from the user’s inbox with status ‘Draft’ or ‘Returned’ respectively and clicking on the corresponding item under the “Ref No” column.

Submission Date	Ref No	Title	Status	Last Modified Person	Draft	Last/Act Date
11 Feb 2016 14:23	TG-2015-014700	Tasty Cupcakes Headquarter Equipment Application - New	Returned	Rost	No	11 Feb 2016 08:51
20 Jan 2016 12:32	TG-2015-09426/AC00001	Tasty Cupcakes Headquarter Food Hygiene Claims - New	Returned	Rost	No	20 Jan 2016 15:08
21 Aug 2015 12:26	TG-2015-088068	Tasty Cupcakes Headquarter Application - New	Returned	Rost	No	20 Aug 2015 15:29
21 May 2015 10:49	TG-2015-005201	Tasty Cupcakes Headquarter Provide Wine Service Application - New	Draft	Angela	Yes	21 May 2015 10:49

1. After selecting the returned claim submission, click the “Workflow History” tab to view the external remarks made by SSG.

Ref No.	Created By	Date Creation	Action	Status	External Remarks
TG-2015-099426/AC00001	Amalina Binti Azhar (SSG.ABA3)	02 Oct 2015 10:28:59	Returned by PO	Returned	Please upload attendance records, and tax invoice with a copy of receipt

2. Return to the “Submission Info” tab to follow-up on the remarks from SSG.
3. In the confirmation page, click the ‘Action’ tab to re-submit the claim.

ADHOC CLAIM DETAIL

Company Info

4. Click the ‘Submit’ button.

Submission Info	Action	Workflow History
<b>Summary</b>		
Application Reference Number	TG-2015-099426	
Application Submission Date	17 Sep 2015	
Adhoc Claim No.	TG-2015-099426/AC00001	
Adhoc Claim Date	01 Oct 2015	
Type	Claims - New	
Processing Decision	<input checked="" type="radio"/> Resubmit	
		<b>Submit</b> <b>Cancel</b>