



USER GUIDE
For
PLAN PURCHASE SYSTEM (PPS)

Updated on 7 Sept 2021

Release 1.0

Confidential

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1 Login to The Portal

Applicant can login to the View/Download Plan Portal using their SingPass.

Step 1: Click “Log in with SingPass” button to access View/Download Plan Portal. You will be directed to SingPass login page.

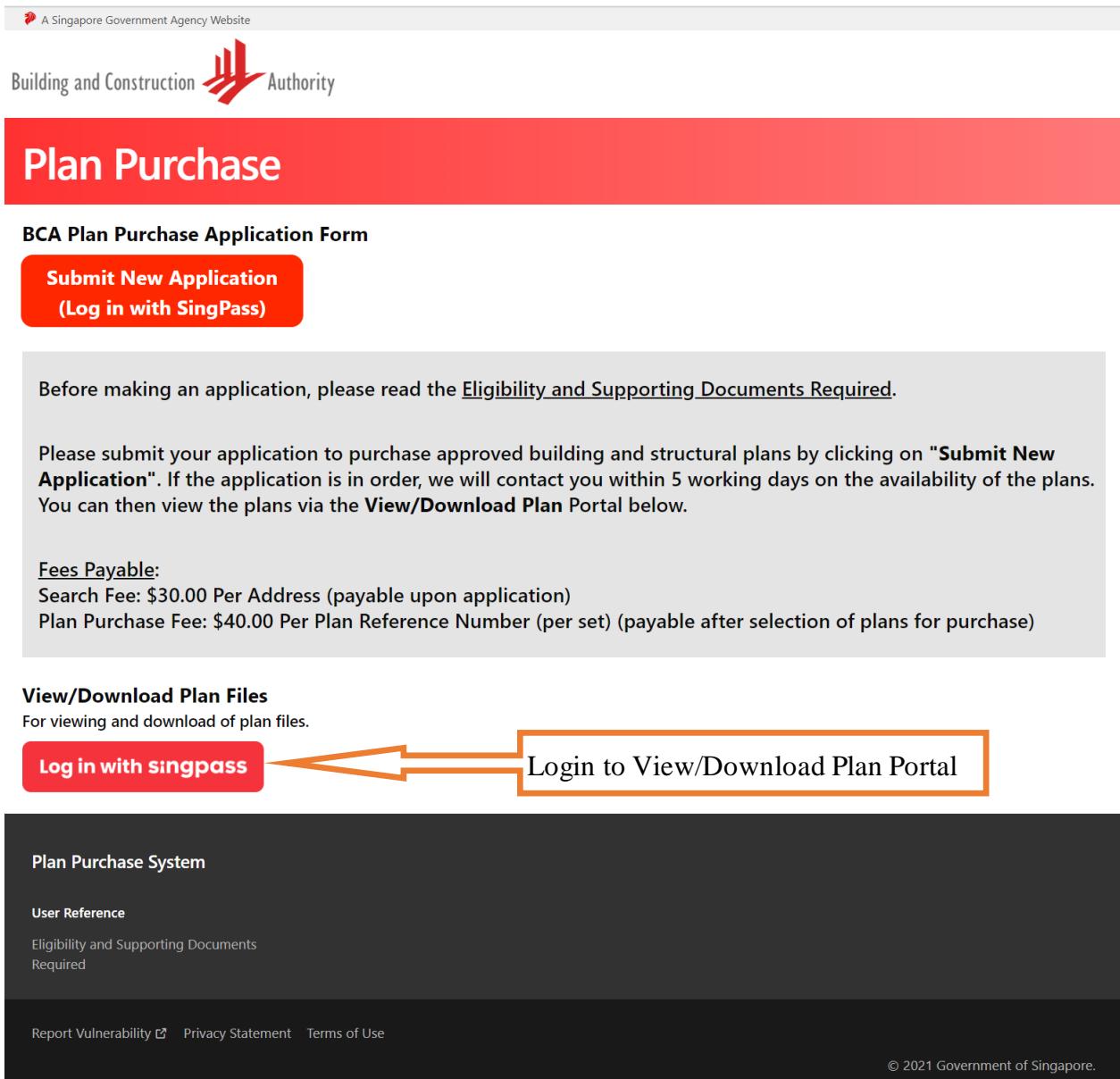


Image 1.1: PPS Home Page

Plan Purchase System User Guide for Applicant

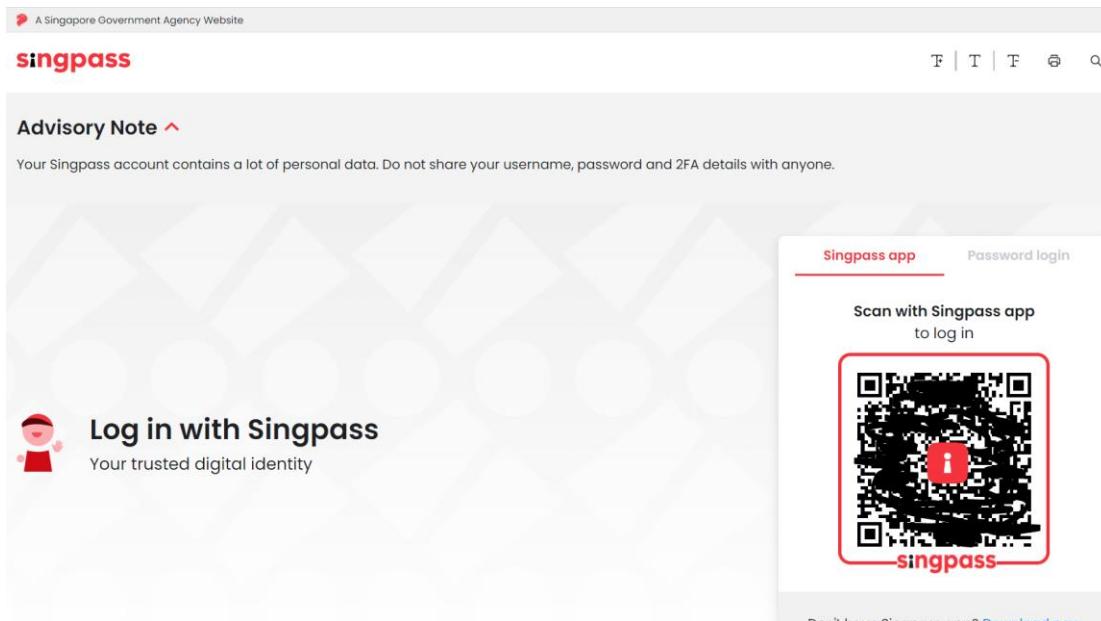


Image 1.2: SingPass Login Page

2 View Plan Files

Applicant can view the watermarked plans of the Address applied.

Step 1: Go to “View Plan Files” tab.

Step 2: Select “No. of rows per page” to be shown in single page. Default will be 1 record per page.

Step 3: Click on “View Plan Files” link to view the plan files under the project.

Note: If you want to filter the search result (i.e. show results only for a certain address that you have applied), select the address and project reference and click on “Search” button.

A Singapore Government Agency Website

Building and Construction Authority

VIEW PLAN FILES

Click here to access view plan files page.

LOGOUT

View Plan Files

Address: 123 ABC Avenue

Project Reference: -Please Select-

* Search after selecting the project reference

Search Clear

S/No	Address	Project Reference
1	123 ABC Avenue	A1234-00001-2000-BP01
2	123 ABC Avenue	A1234-00001-2000-BP02

No. of rows per page: 10

View Plan Files

View Plan Files

Plan Purchase System

User Reference

User Guide

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Image 2.1: View Plan File Listing



Image 2.2: View Plan File

To purchase any of the sets of plans, please provide the project reference(s) in your email reply to your processing officer. Each set cost S\$40. Your processing officer will inform you of the payment procedure and when the purchase plans are ready for you to download.

3 Download Plan Files

When the purchased plans are ready for download, applicant can follow these steps.

Step 1: Go to “Download Plan Files” tab.

Step 2: Select “No. of rows per page” to be shown in single page. Default will be 1 record per page.

Step 3: Click on “Download” link to download the purchased plans.

Note: If you want to filter the search result (i.e.: show result only for a certain address), select the address and project reference and click on “Search” button.

The screenshot shows the 'Download Plan Files' page of the Plan Purchase System. At the top, there is a navigation bar with the Building and Construction Authority logo, a 'VIEW PLAN FILES' link, and a 'DOWNLOAD PLAN FILES' link. The 'DOWNLOAD PLAN FILES' link is highlighted with an orange box and an arrow pointing to it from the text 'Click here to access download plan files page.' Below the navigation bar, the page title 'Download Plan Files' is displayed in a large red header. The main content area contains two dropdown menus: 'Address' and 'Project Reference', both currently set to '-Please Select-'. An annotation with an arrow points to these dropdowns with the text 'Choose the address that you've applied to filter the search list.' Below the dropdowns is a note: '* Search after selecting the project reference'. At the bottom of this section are 'Search' and 'Clear' buttons. The main table area shows a single row of data:

S/No	Address	Project Reference	Plan Files
1	123 ABC Avenue	A1234-00001-2000-BP01	bca_1.zip

An annotation with an arrow points to the 'Download' link in the 'Plan Files' column with the text 'Click here to access download plan files page.' To the right of the table, there is a dropdown menu labeled 'No. of rows per page' with the value '1' selected. The footer of the page includes links for 'Plan Purchase System', 'User Reference', 'User Guide', 'Report Vulnerability', 'Privacy Statement', 'Terms of Use', and a copyright notice: '© 2020 Government of Singapore.'

Image 3.1: Download Plan File