

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.

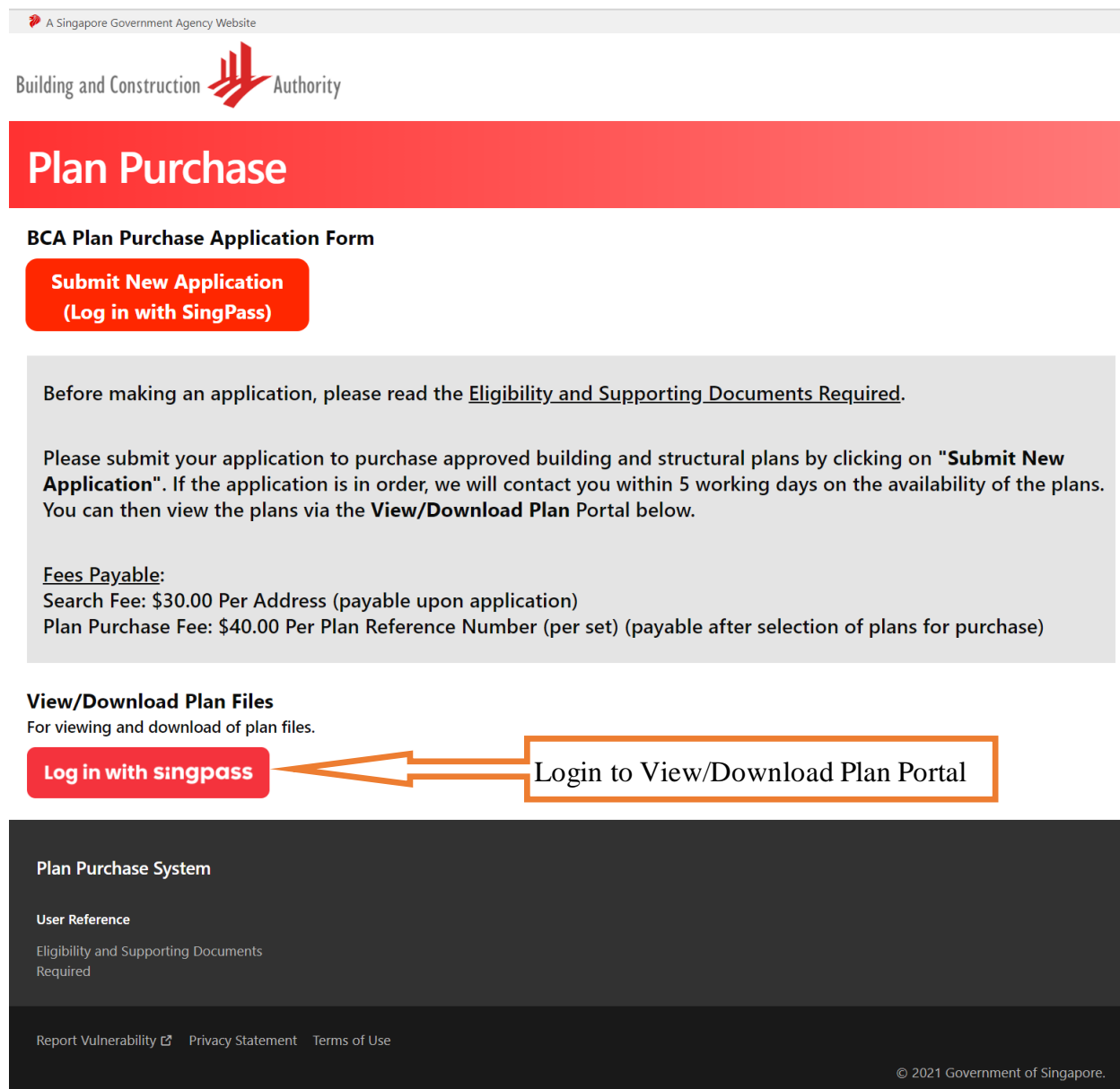


Image 1.1: PPS Home Page

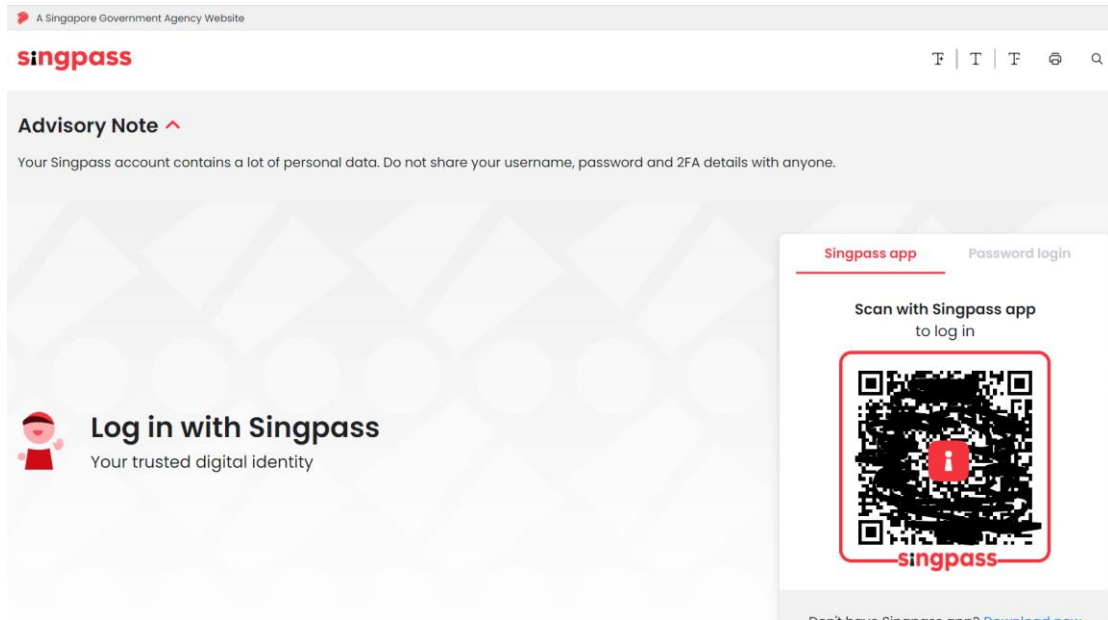


Image 1.2: SingPass Login Page

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.

The screenshot shows the 'View Plan Files' page of the Plan Purchase System. At the top, there is a header with the Singapore Government Agency Website logo, the Building and Construction Authority logo, and a 'VIEW PLAN FILES' button. An annotation points to this button with the text 'Click here to access view plan files page.' Below the header is a red banner with the text 'View Plan Files'. Under the banner, there are two input fields: 'Address' with the value '123 ABC Avenue' and 'Project Reference' with the value '-Please Select-'. An annotation points to the 'Address' field with the text 'Select the address that you want to view'. Below these fields is a search bar with the text '* Search after selecting the project reference' and two buttons: 'Search' and 'Clear'. To the right of the search bar is a dropdown menu for 'No. of rows per page' with the value '10'. Below the search bar is a table with two columns: 'S/No' and 'Address'. The table has two rows. The first row has '1' in the 'S/No' column and '123 ABC Avenue' in the 'Address' column. The second row has '2' in the 'S/No' column and '123 ABC Avenue' in the 'Address' column. Both rows have a 'View Plan Files' link in the 'Address' column. An annotation points to the 'View Plan Files' link in the first row. At the bottom of the page, there is a footer with the text 'Plan Purchase System', 'User Reference', 'User Guide', 'Report Vulnerability', 'Privacy Statement', 'Terms of Use', and '© 2020 Government of Singapore.'

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

No. of rows per page: 10

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

View Plan Files

View Plan Files

Plan Purchase System

User Reference

User Guide

Report Vulnerability Privacy Statement Terms of Use

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Image 2.1: View Plan File Listing

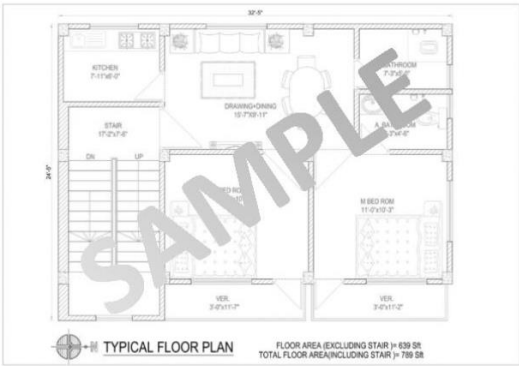
View Plan File

X

Address	123 ABC Avenue
Project Reference	A1234-00001-2000-BP01

No. of rows per page1

S/No	File
1	bca_1.pdf



Back

Refer here for your Project Reference

Click here to go back to previous page

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' interface. At the top, there's a header with 'A Singapore Government Agency Website', 'Building and Construction Authority', and a logo. Below this, there are two tabs: 'VIEW PLAN FILES' and 'DOWNLOAD PLAN FILES'. An annotation points to the 'DOWNLOAD PLAN FILES' tab with the text 'Click here to access download plan files page.' Below the tabs is a red banner with the text 'Download Plan Files'. Under the banner, there are two dropdown menus: 'Address' (with '-Please Select-' selected) and 'Project Reference' (with '--Please Select' selected). An annotation points to these dropdowns with the text 'Choose the address that you've applied to filter the search list.' Below the dropdowns is a search bar with the text '* Search after selecting the project reference' and two buttons: 'Search' and 'Clear'. Below the search bar is a table with the following data:

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

Below the table, there are two links: '1' and '2'. To the right of the table, there is a dropdown menu for 'No. of rows per page' with '1' selected. An annotation points to this dropdown with the text 'Choose the address that you've applied to filter the search list.' Below the table, there is a 'Download' link. At the bottom of the page, there is a footer with the text 'Plan Purchase System', 'User Reference', 'User Guide', 'Report Vulnerability', 'Privacy Statement', 'Terms of Use', and '© 2020 Government of Singapore.'

Image 3.1: Download Plan File