



# **DA Trade System – eMAVIC**

## **MAV Import Certificate**

User's Manual v1.0 – MAVIC Application

InterCommerce Network Services, Inc.

January 2012

## Background

The DA Trade System is the back-office application of the Department of Agriculture, developed, deployed and maintained by InterCommerce, for the processing of DA Trade Transactions, initially, the SPS Import Clearance issued by the Bureau of Animal Industry, the Bureau of Fisheries and Aquatic Resources and the Bureau of Plant Industry.

Pursuant to recent agreements with the Department of Agriculture, InterCommerce was tasked to develop and implement the e-MAV for the electronic processing of applications for the Minimum Access Volume (MAV) and the MAV Import Certificate.

This User Manual provides the authorized users, the requirements and procedures in the use of the eMAVIC for MAV Import Certificate applications.

## System Requirements

To access the DA Trade System, the user must have a computer with the following:

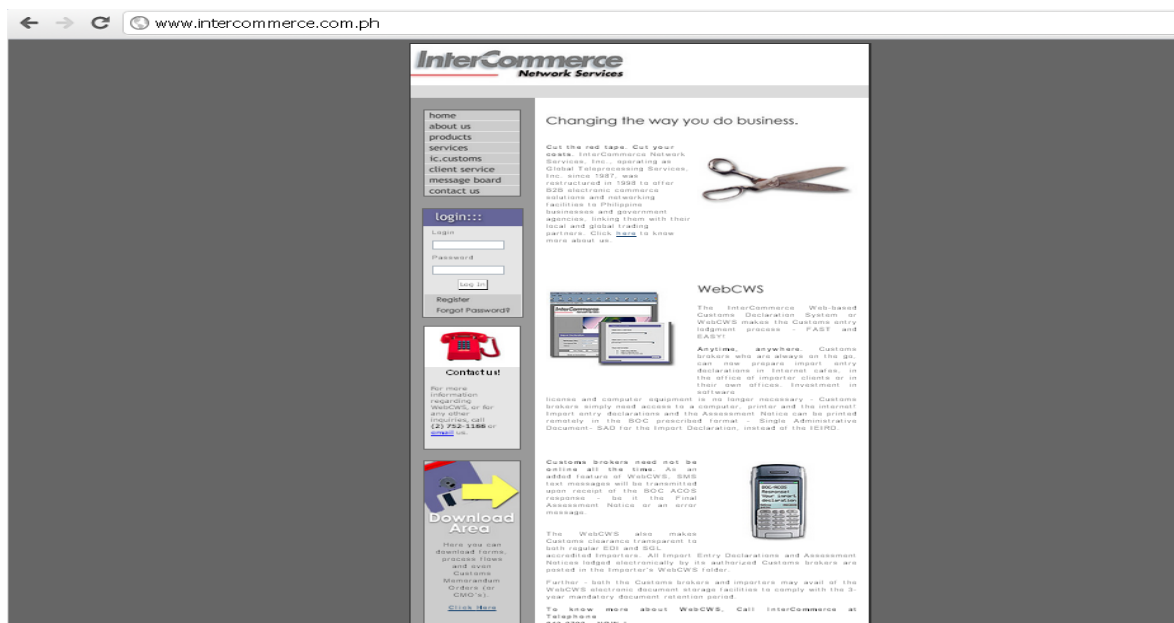
- ❑ Internet connection (preferably broadband connection)
- ❑ Internet Browser (Internet Explorer, Mozilla Firefox)
- ❑ Microsoft Office 97 (Excel) or higher for Report Generation

## To start with the InterCommerce WebCWS System

The User must have an active Internet Connection and a compatible browser to view and access the InterCommerce WEBCWS System.

Open an internet browser and type in the following URL in the address bar:

**<http://www.intercommerce.com.ph>**



Log in your username and password.



The screenshot shows the InterCommerce Network Services website. On the left is a navigation menu with links: home, about us, products, services, ic.customs, client service, message board, and contact us. Below this is a login section with a red circle around the 'login:::' header and the input fields for 'Login' and 'Password'. A 'Log In' button is below the password field. Other links in the login section include 'Register' and 'Forgot Password?'. The main content area has the heading 'Changing the way you do business.' followed by a paragraph about cutting red tape and costs, and an image of a pair of scissors. At the bottom right, there is a section for 'WebCWS' described as 'The InterCommerce Web-based Customs Declaration System or WebCWS makes the Customs entry'.

In the Member's Page, click **Department of Agriculture**

**Welcome to the Members' Page! Please select a module.**



[Department of Agriculture](#)  
Create, open and send your SPS and MAV and MAVIC Application online. No long queues, no waiting. A response can be received from the Agency of Department of Agriculture in a matter of minutes.



[Cash Advance](#)  
View your Cash Advance with us and generate outstanding reports.



[DA Cash Advance](#)  
See your DA Cash Advance reports here.



[SPS Manual](#)  
[MAV Manual](#)  
Download our latest SPS and MAV manual here



[Client Profile Registration System](#)  
Register your account with the Bureau of Customs. You may be able to file, amend your information here

Click **Create/Open MAV Import Clearance** and then **Submit**

services  
contact us

**Code Maintenance**  
Client  
Supplier  
Broker  
Exchange Rate  
Excise Tax  
Valuation  
Valuation Method  
Notify Party  
Brokerage Fee  
Import Processing Fee  
Bank Account

**Data Maintenance**  
Bank Names  
Country & Origin  
Currency  
HS Codes  
Mode of Declaration  
Transshipment  
Office of Clearance  
Warehouse

WebCWS

Welcome to the WebCWS ver 1.04 Main menu. Please select from the options below.

InterCommerce Network Services

Import Declaration

Please select an action:

☒ Create/Open MAV Import Clearance  
☐ Go Back to Main Menu

Submit

MAV Import Clearance, **Select** the company you will use: either BAI or BPI then **Click next**

MAV Import Clearance

Please select the Company you will use:

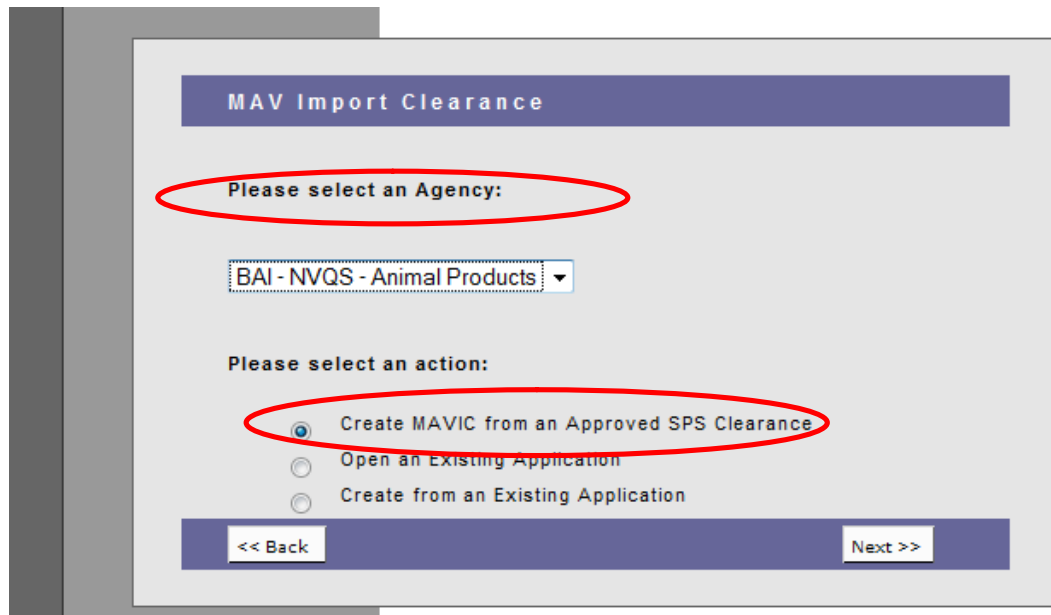
---Please select your company---

Please select your company  
BPI - TEST123 - Test Importer  
BAI - TEST124 - Test Importer

<< Back

Next >>

From the dropdown list, Select an Agency and **Create MAVIC** from an Approved SPS Clearance.



The image shows a web form titled "MAV Import Clearance". It contains two main sections. The first section, "Please select an Agency:", has a dropdown menu with "BAI - NVQS - Animal Products" selected. The second section, "Please select an action:", has three radio buttons. The first radio button, "Create MAVIC from an Approved SPS Clearance", is selected and circled in red. The other two options are "Open an Existing Application" and "Create from an Existing Application". At the bottom, there are two buttons: "<< Back" and "Next >>".

**MAV Import Clearance**

Please select an Agency:

BAI - NVQS - Animal Products ▼

Please select an action:

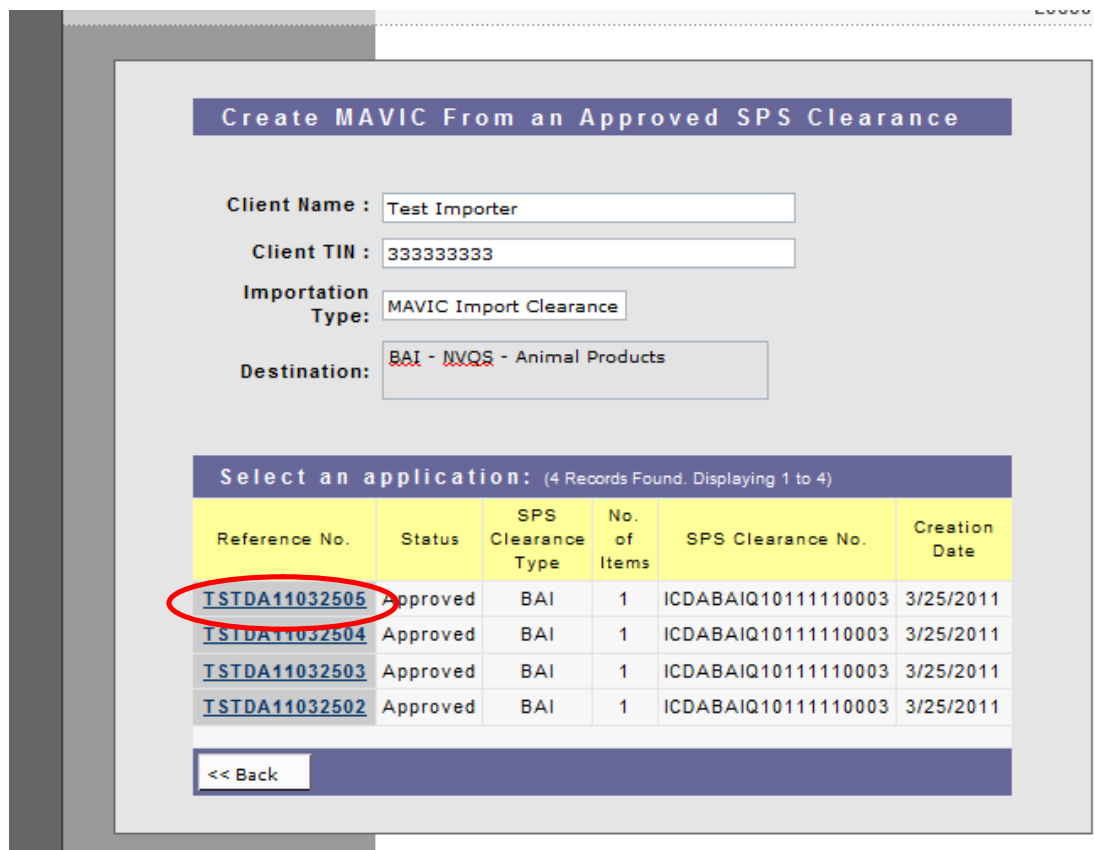
☒ Create MAVIC from an Approved SPS Clearance

☐ Open an Existing Application

☐ Create from an Existing Application

<< Back Next >>

Select from the approved SPS Clearance you will use in creating MAV Import Certificate. The data in the approved SPS Import Clearance will be displayed in the MAVIC.



The image shows a web form titled "Create MAVIC From an Approved SPS Clearance". It contains several input fields for client information and a table of approved SPS clearances. The "Client Name" field is "Test Importer", "Client TIN" is "333333333", "Importation Type" is "MAVIC Import Clearance", and "Destination" is "BAI - NVQS - Animal Products". Below these fields is a table titled "Select an application: (4 Records Found. Displaying 1 to 4)". The table has six columns: "Reference No.", "Status", "SPS Clearance Type", "No. of Items", "SPS Clearance No.", and "Creation Date". The first row of the table is circled in red, showing "TSTDA11032505" as the reference number. At the bottom, there is a "<< Back" button.

**Create MAVIC From an Approved SPS Clearance**

Client Name : Test Importer

Client TIN : 333333333

Importation Type: MAVIC Import Clearance

Destination: BAI - NVQS - Animal Products

Select an application: (4 Records Found. Displaying 1 to 4)

Reference No.	Status	SPS Clearance Type	No. of Items	SPS Clearance No.	Creation Date
<u>TSTDA11032505</u>	Approved	BAI	1	ICDABAIQ10111110003	3/25/2011
<u>TSTDA11032504</u>	Approved	BAI	1	ICDABAIQ10111110003	3/25/2011
<u>TSTDA11032503</u>	Approved	BAI	1	ICDABAIQ10111110003	3/25/2011
<u>TSTDA11032502</u>	Approved	BAI	1	ICDABAIQ10111110003	3/25/2011

<< Back

In the General Page, **fill out all WHITE DATA FIELDS** (boxes); these are the mandatory requirements for the application.

**MAV Import Clearance**

Application No.: TSTMCI2011803      Items: 1  
Importer TIN: 333333333      Units: 1  
Importer Name: Test Importer      Status: Incomplete  
MAV Account No.: 1000

Item Page    Attach Documents    Save

SPS Import Clearance Reference: TSTDA11032505  
SPS Import Clearance Validity: 5/24/2011  
Country of Source: AUSTRALIA  
Port of Entry: Ninoy Aquino Intl Airport  
Bill of Lading / AirWay Bill: TEST BL  
Commercial Invoice Number: 123  
Invoice Date: 01/18/2012      e.g. mm/dd/yyyy  
Commercial Invoice Value: 10      USD

Item Page    Attach Documents    Save

Click Save.

Click Item Page and open to check the details of your item.

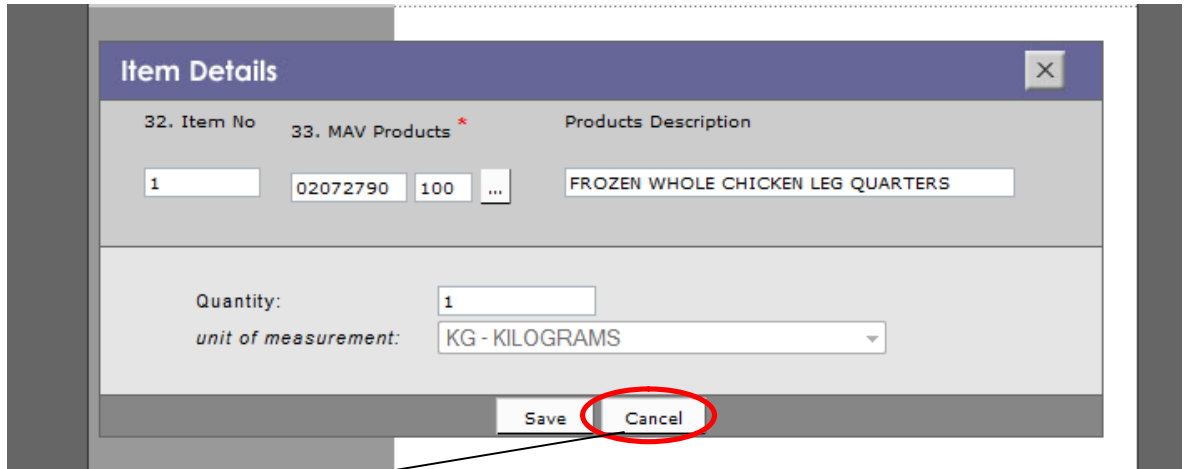
**Item Page**      1 Items found. Displaying 1 to 1.

Item No.	Item Code	Item Description
1	0207	FROZEN WHOLE CHICKEN LEG QUARTERS

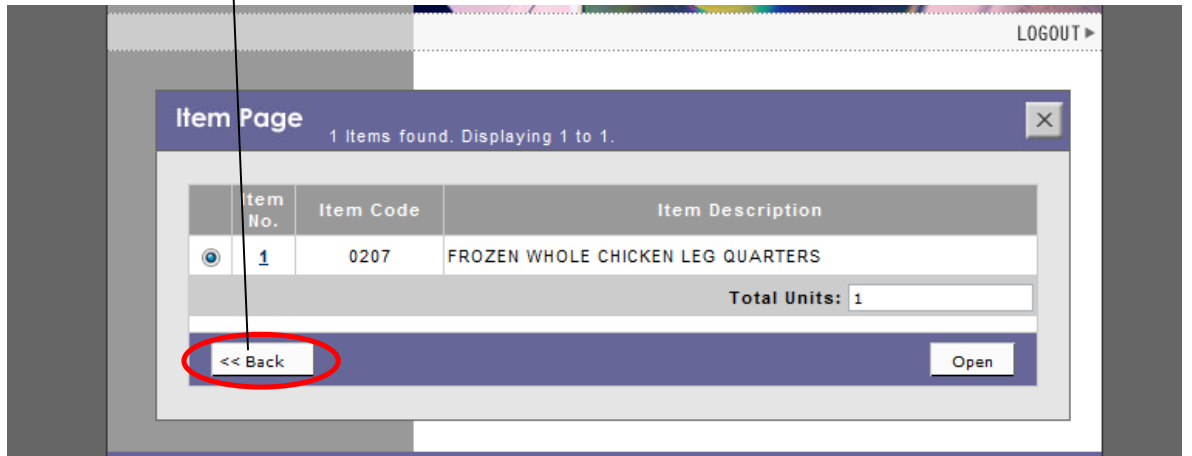
Total Units: 1

<< Back      Open

In item details, you may **view all the information on the commodity** you intend import.

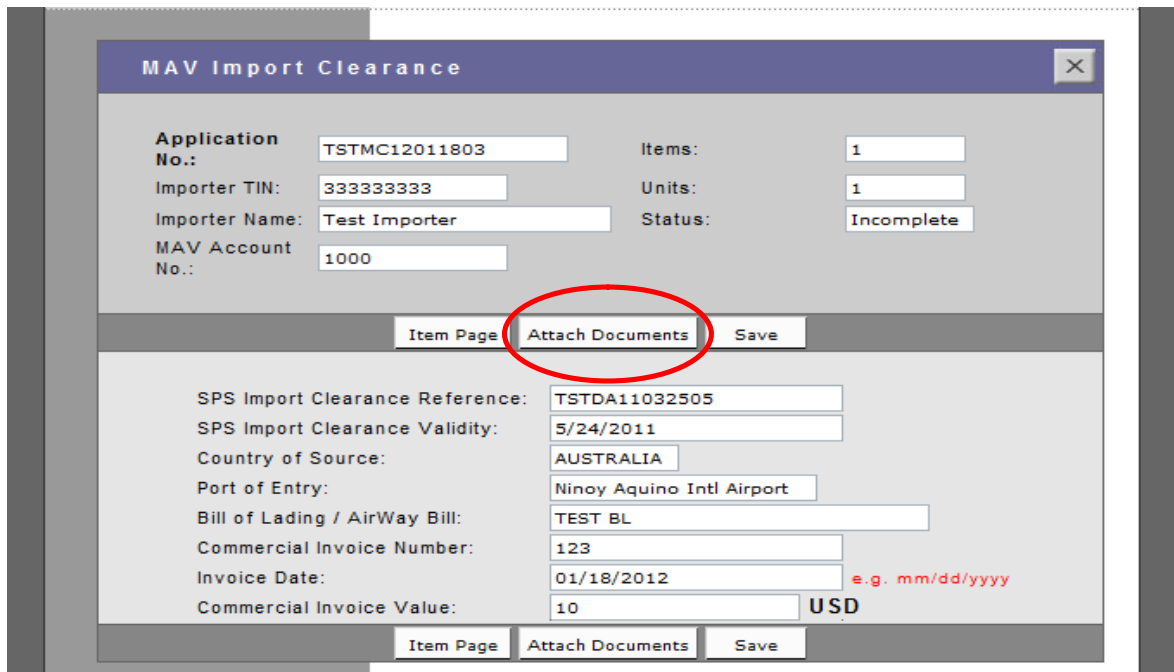


Click **Cancel** and Back to go to the General page.



Click **Attach Documents** to submit the scanned copy of the following mandatory documents:

1. Commercial Invoice
2. Airway bill/ Bill of Lading



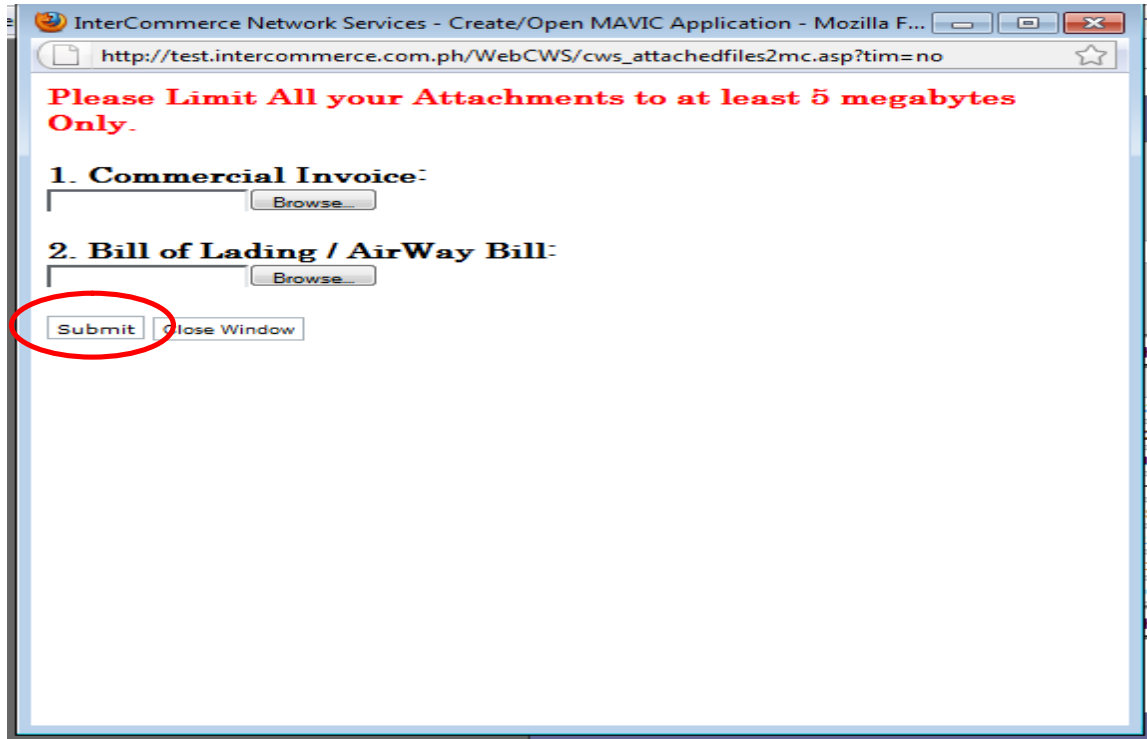
The screenshot shows the 'MAV Import Clearance' application window. It contains several input fields for application details. The 'Attach Documents' button is circled in red. Below the application details, there are tabs for 'Item Page', 'Attach Documents', and 'Save'. The 'Attach Documents' tab is selected, showing a list of fields for SPS Import Clearance Reference, SPS Import Clearance Validity, Country of Source, Port of Entry, Bill of Lading / AirWay Bill, Commercial Invoice Number, Invoice Date, and Commercial Invoice Value. The 'Attach Documents' button is circled in red.

Application No.:	TSTMC12011803	Items:	1
Importer TIN:	333333333	Units:	1
Importer Name:	Test Importer	Status:	Incomplete
MAV Account No.:	1000		

Item Page **Attach Documents** Save

SPS Import Clearance Reference: TSTDA11032505  
SPS Import Clearance Validity: 5/24/2011  
Country of Source: AUSTRALIA  
Port of Entry: Ninoy Aquino Intl Airport  
Bill of Lading / AirWay Bill: TEST BL  
Commercial Invoice Number: 123  
Invoice Date: 01/18/2012 e.g. mm/dd/yyyy  
Commercial Invoice Value: 10 USD

Item Page **Attach Documents** Save



The screenshot shows a web browser window titled 'InterCommerce Network Services - Create/Open MAVIC Application - Mozilla F...'. The address bar shows 'http://test.intercommerce.com.ph/WebCWS/cws\_attachedfiles2mc.asp?tim=no'. The main content area displays a warning message: 'Please Limit All your Attachments to at least 5 megabytes Only.' Below this, there are two sections: '1. Commercial Invoice:' and '2. Bill of Lading / AirWay Bill:'. Each section has a 'Browse...' button. At the bottom, there are 'Submit' and 'Close Window' buttons. The 'Submit' button is circled in red.

InterCommerce Network Services - Create/Open MAVIC Application - Mozilla F...

http://test.intercommerce.com.ph/WebCWS/cws\_attachedfiles2mc.asp?tim=no

**Please Limit All your Attachments to at least 5 megabytes Only.**

**1. Commercial Invoice:**  
Browse...

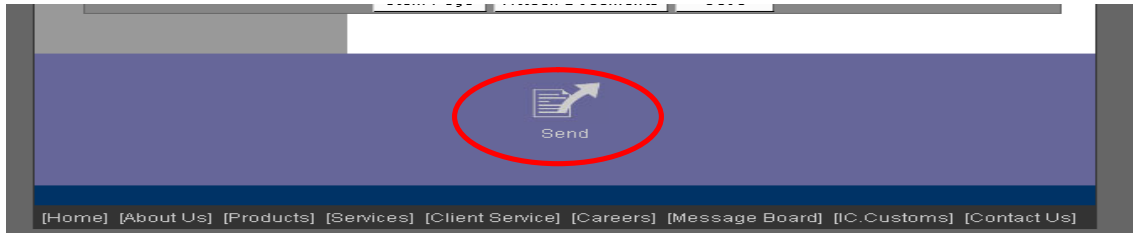
**2. Bill of Lading / AirWay Bill:**  
Browse...

Submit Close Window

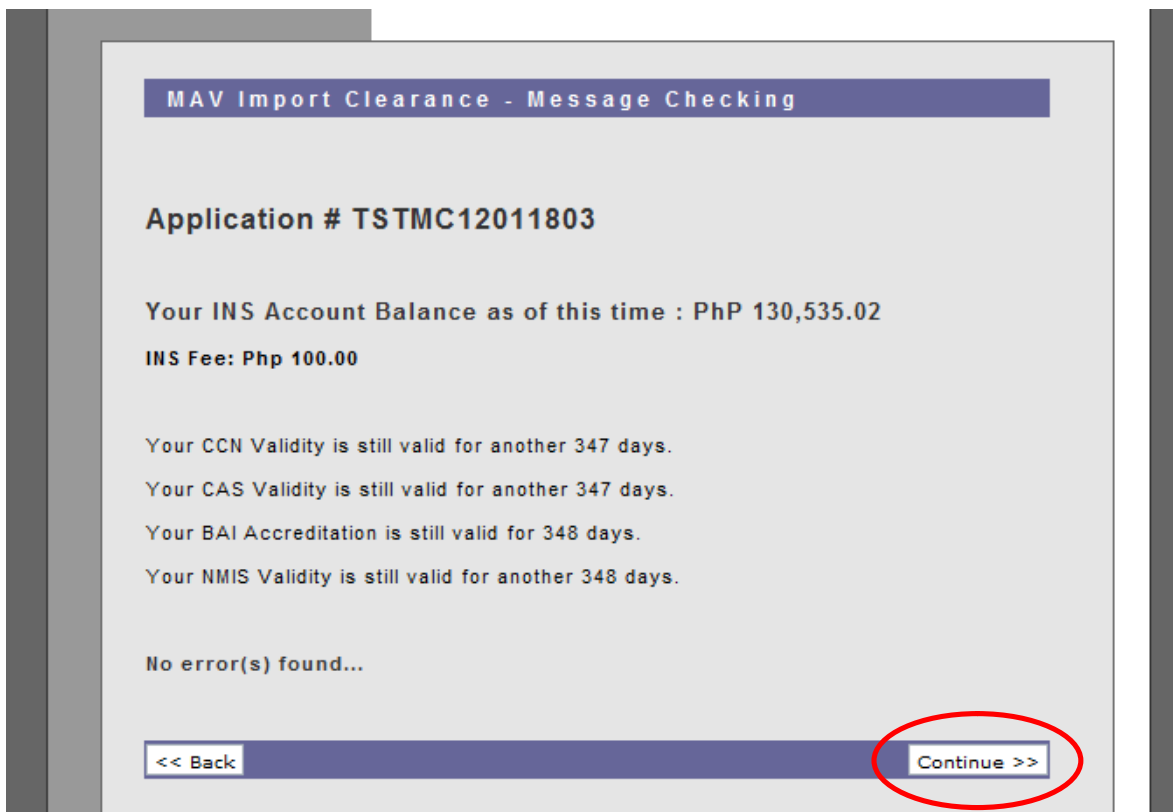
After all two documents have been attached, Click **Submit**.



Upon completion, the status of the MAVIC application will change to **CREATED**; once it was CREATED you may Click **"SEND"** to submit your MAVIC application to MAV Secretariat.



Message Checking will appear, stating the validity of your accreditation with BOC, BAI, NMIS and BPI.



Then, Click Continue.

**MAV Import Clearance - Message Checking**

## Application # TSTMC12011803

is now **UNDER REVIEW**; The amount of Php 0.00 was debited in your INS account.

<< Back

The system will display a system generated response from DA MAV, i.e. **'Under Review'** by the MAV Secretariat.

In an "MAV Reviewer" status, the DA MAV Secretariat will verify your application and the attached support documents, ie Commercial Invoice and the BL/AWB. If there are inconsistencies in the data submitted and the attached documents, the Reviewer will reject the application and send a response message indicating the reason for the rejection. A new, correct MAVIC application may be subject for the review of MAV Secretariat.

Once the application has been **APPROVED**, at the bottom page you will see a new icon "Print Out". This will enable you to print the MAV Import Certificate. Please print 5 copies.

**Application No.:** TSTMC12011803

**Importer TIN:** 333333333

**Importer Name:** Test Importer

**MAV Account No.:** 1000

**Items:** 1

**Units:** 1

**Status:** Approved

Item Page
Attach Documents
Save

**SPS Import Clearance Reference:** TSTDA11032505

**SPS Import Clearance Validity:** 5/24/2011

**Country of Source:** AUSTRALIA

**Port of Entry:** Ninoy Aquino Intl Airport


**Bill of Lading / AirWay Bill:** TEST BL


**Commercial Invoice Number:** 123

**Invoice Date:** 1/18/2012 e.g. mm/dd/yyyy

**Commercial Invoice Value:** 10 **USD**


Item Page
Attach Documents
Save

  
 Send

  
 Print Out

Sample Print out of MAV Import Certificate.

Account No. <u>1000</u>	MIC Control No. <u>12100062</u>
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**MAV MANAGEMENT COMMITTEE**  
Department of Agriculture  
2/F, Department of Agriculture Bldg.  
Elliptical Road, Diliman, Quezon City

## MAV Import Certificate

(non-transferable)


Date: 1/1/2012

*This certifies that Test Importer is authorized to import FROZEN WHOLE CHICKEN LEG QUARTERS with HS Code 2072790 100 at a volume of 1 KILOGRAMS(KG) at the in-quota tariff rate. This certificate is valid for three months from date of issue of MAV year 2012*

Atty. Vero B. Librojo  
*Officer-In-Charge*

BL/CI No.	TEST BL
SPS IC No.	TSTDA1 1032505
Port of Entry	Ninoy Aquino Intl Airport
Source	AUSTRALIA

☐ Original Copy  
☐ Return Copy  
☐ BOC/TED Copy  
☐ MMC Copy  
☐ Licensee Copy



The MAV Import Certificate will be printed in Five (5) copies.

1. Original Copy (White Copy)
2. Return Copy (Green Copy)
3. BOC/TED Copy (Pink Copy)
4. MMC Copy (Blue Copy)
5. Licensee Copy (Yellow Copy)

### **Lodgment of Import Entry**

The Customs broker nominated by the importer will be able to create an Import Entry Declaration for lodgment to the BOC E2M system for Customs clearance, using the approved MAV Import Certificate data to minimize data encoding.

Upon receipt of the Assessment Notice from the BOC E2M system, InterCommerce shall automatically transmit copy of the Import Entry (SAD) and Assessment Notice data to the MAV Secretariat, to eliminate the required submission of the IEIRD to the MAV Secretariat.

### **InterCommerce Helpdesk Support**

You may call the INS Customer Support for more inquiries:

#### **Rona Palo**

Account Officer

[rpalo@intercommerce.com.ph](mailto:rpalo@intercommerce.com.ph)

Telephone : 843-2792

Mobile : 0918-9024269

#### **Shane Manzano**

Software Engineer

[dmanzano@intercommerce.com.ph](mailto:dmanzano@intercommerce.com.ph)

Telephone : 752-1188

#### **INS CUSTOMER SUPPORT**

[manilacs@intercommerce.com.ph](mailto:manilacs@intercommerce.com.ph)

Telephone : 752-1188; 845-0509