



# **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:

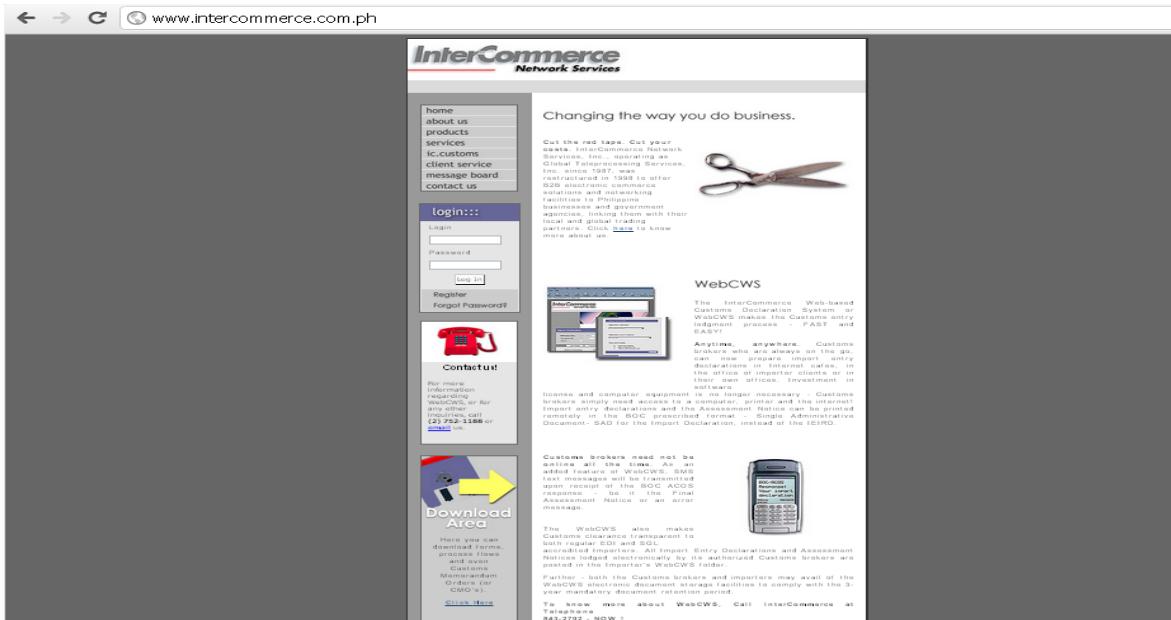
- Internet connection (preferably broadband connection)
- Internet Browser (Internet Explorer, Mozilla Firefox)
- Microsoft Office 97 (Excel) or higher for Report Generation

## To start with the InterCommerce WebCWS System

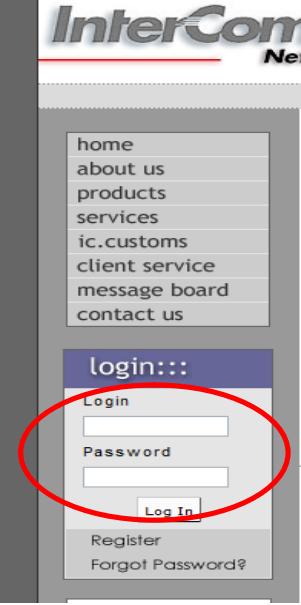
The User must have an active Internet Connection and a compatible browser to view and access the InterCommerce WEBCWS System.

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.



**InterCommerce**  
Network Services

home  
about us  
products  
services  
ic.customs  
client service  
message board  
contact us

**login:::**

Login  
  
Password  
  
  
Register  
Forgot Password?

Changing the way you do business.

Cut the red tape. Cut your costs. InterCommerce Network Services, Inc., operating as Global Teleprocessing Services, Inc. since 1987, was restructured in 1998 to offer B2B electronic commerce solutions and networking facilities to Philippine businesses and government agencies, linking them with their local and global trading partners. Click [here](#) to know more about us.



**WebCWS**

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**

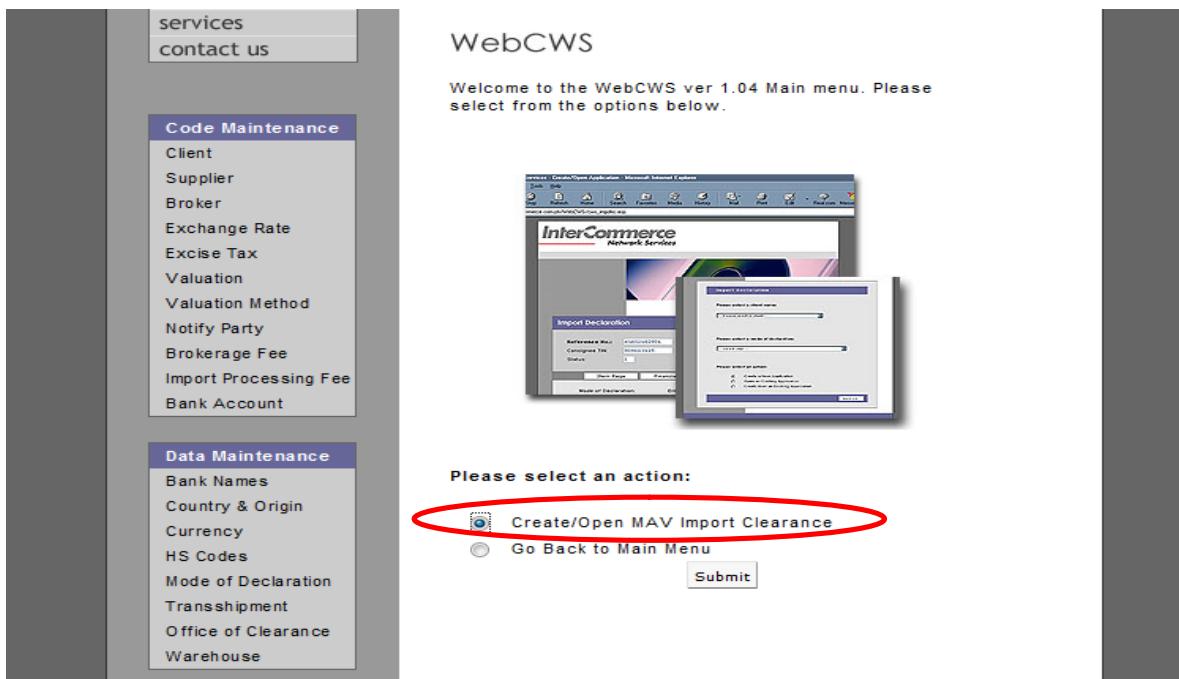
Download our latest SPS and MAV manual here



**Client Profile Registration System**

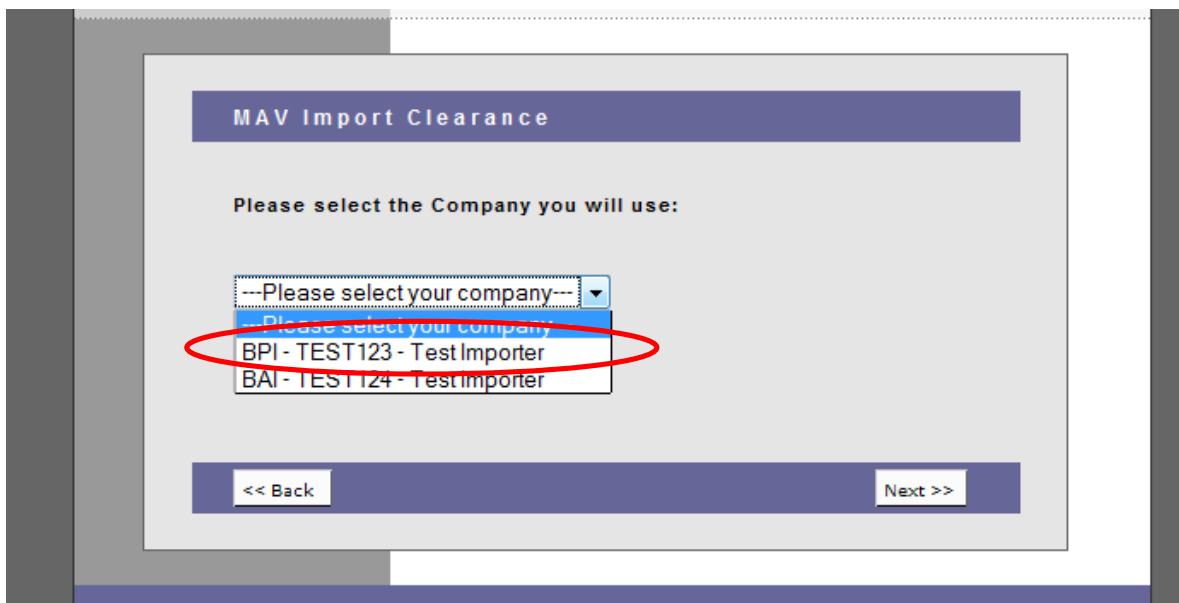
Register your account with the Bureau of Customs. You may be able to file, amend your information [here](#)

Click Create/Open MAV Import Clearance and then Submit



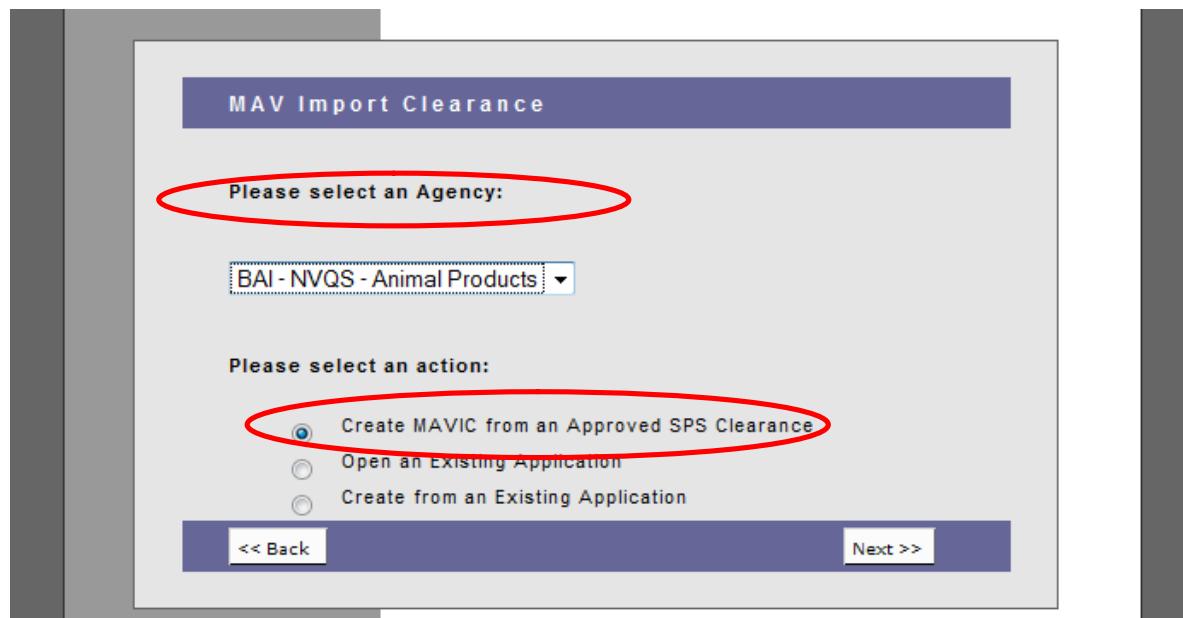
The image shows the WebCWS main menu. At the top right, there are links for 'services' and 'contact us'. Below these are two main navigation sections: 'Code Maintenance' and 'Data Maintenance'. The 'Code Maintenance' section includes options like Client, Supplier, Broker, Exchange Rate, Excise Tax, Valuation, Valuation Method, Notify Party, Brokerage Fee, Import Processing Fee, and Bank Account. The 'Data Maintenance' section includes options like Bank Names, Country & Origin, Currency, HS Codes, Mode of Declaration, Transshipment, Office of Clearance, and Warehouse. In the center, a message reads 'Welcome to the WebCWS ver 1.04 Main menu. Please select from the options below.' Below this are two overlapping windows: 'Import Declaration' and 'Project Declaration'. At the bottom, a button labeled 'Please select an action:' contains two options: 'Create/Open MAV Import Clearance' (which is circled in red) and 'Go Back to Main Menu'. A 'Submit' button is located to the right of the action buttons.

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



The image shows the 'MAV Import Clearance' selection screen. At the top, a header bar reads 'MAV Import Clearance'. Below it, a message says 'Please select the Company you will use:'. A dropdown menu is open, showing the text 'Please select your company...'. Below the menu, two company options are listed: 'BPI - TEST123 - Test Importer' and 'BAI - TEST124 - Test Importer'. The 'BPI - TEST123 - Test Importer' option is highlighted and circled in red. At the bottom, there are two buttons: '<< Back' on the left and 'Next >>' on the right.

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



MAV Import Clearance

Please select an Agency:

BAI - NVQS - Animal Products

Please select an action:

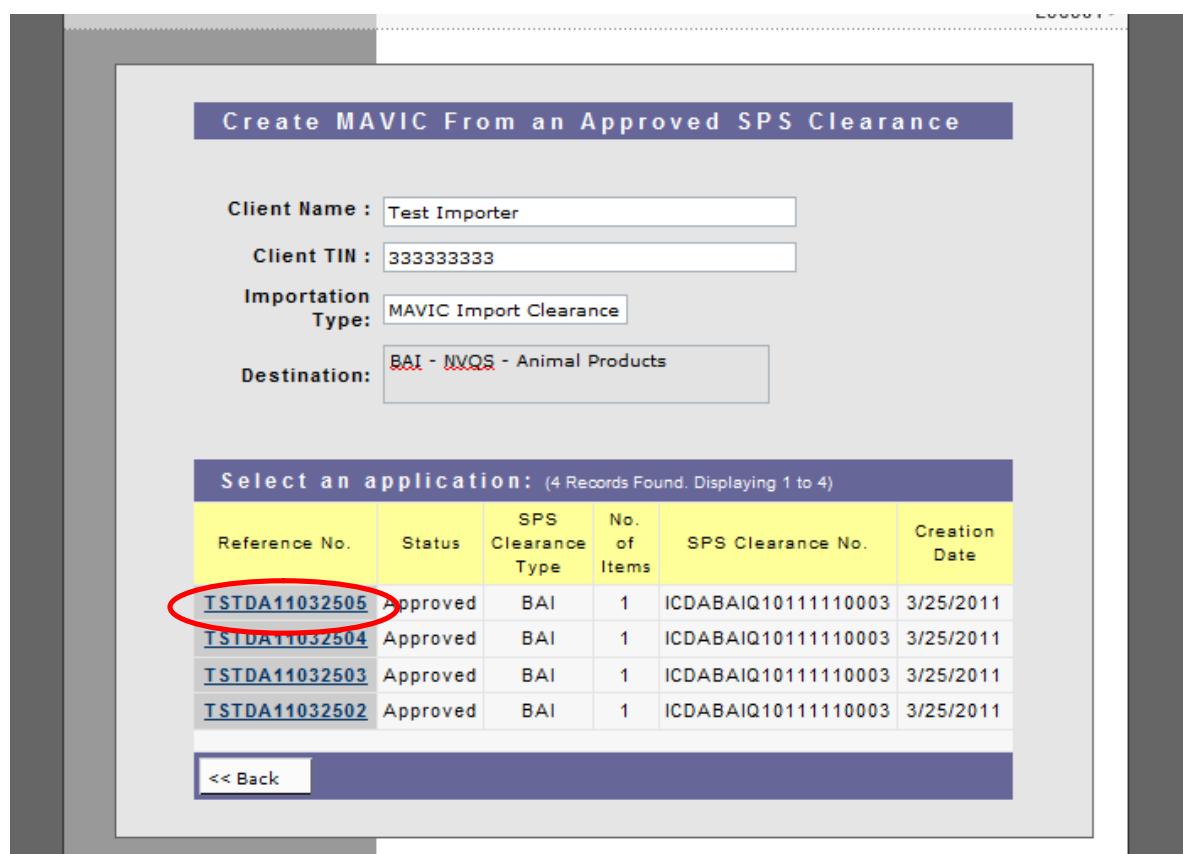
Create MAVIC from an Approved SPS Clearance

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.



Create MAVIC From an Approved SPS Clearance

Client Name : Test Importer

Client TIN : 33333333

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
<a href="#">TSTDA11032505</a>	Approved	BAI	1	ICDABAIQ10111110003	3/25/2011
<a href="#">TSTDA11032504</a>	Approved	BAI	1	ICDABAIQ10111110003	3/25/2011
<a href="#">TSTDA11032503</a>	Approved	BAI	1	ICDABAIQ10111110003	3/25/2011
<a href="#">TSTDA11032502</a>	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: TSTDIA11032505  
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.

LOGOUT ▶

Item Page  
1 Items found. Displaying 1 to 1.

	Item No.	Item Code	Item Description
<input checked="" type="radio"/>	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.

**Item Details**

32. Item No	33. MAV Products *	Products Description
1	02072790	100 ... FROZEN WHOLE CHICKEN LEG QUARTERS
Quantity: 1		
unit of measurement: KG - KILOGRAMS		
<b>Save</b> <b>Cancel</b>		

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

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

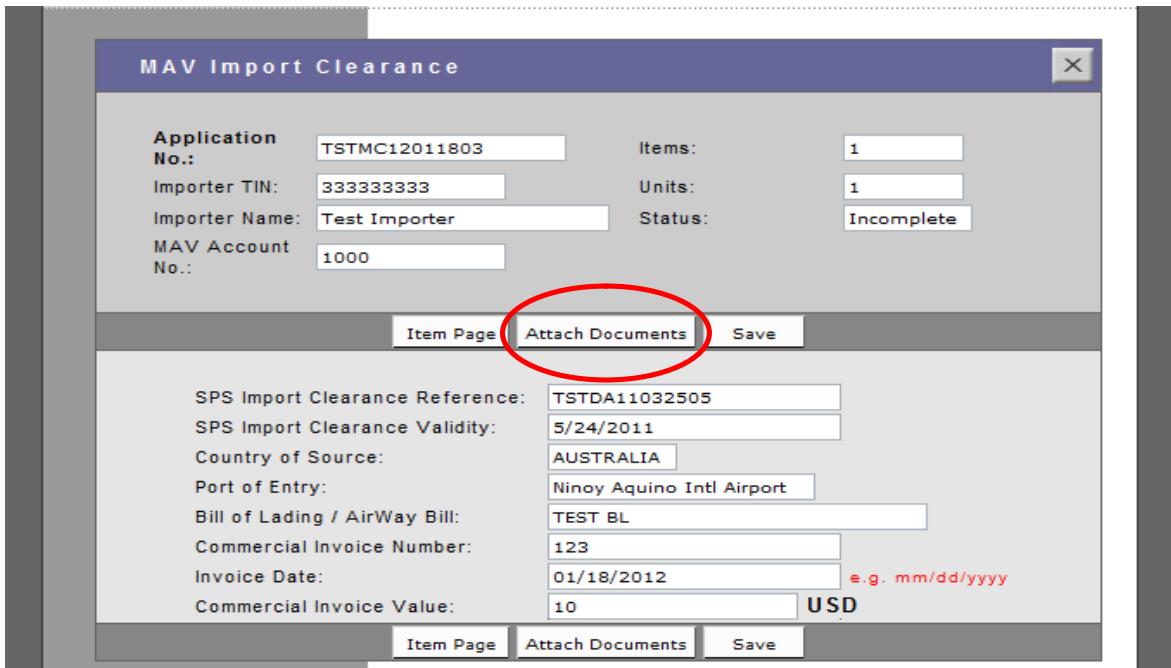
Item No.	Item Code	Item Description
1	0207	FROZEN WHOLE CHICKEN LEG QUARTERS

Total Units: 1

**<< Back** **Open**

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

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



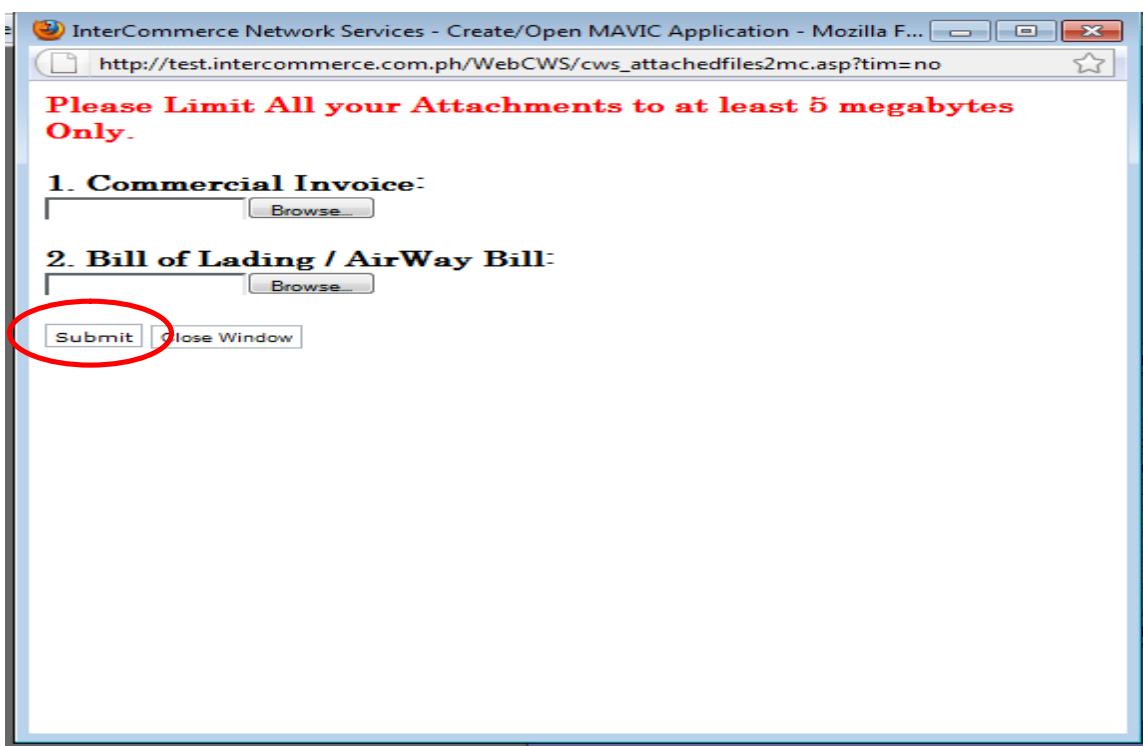
MAV Import Clearance

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



InterCommerce Network Services - Create/Open MAVIC Application - Mozilla F... [http://test.intercommerce.com.ph/WebCWS/cws\\_attachedfiles2mc.asp?tim=no](http://test.intercommerce.com.ph/WebCWS/cws_attachedfiles2mc.asp?tim=no)

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

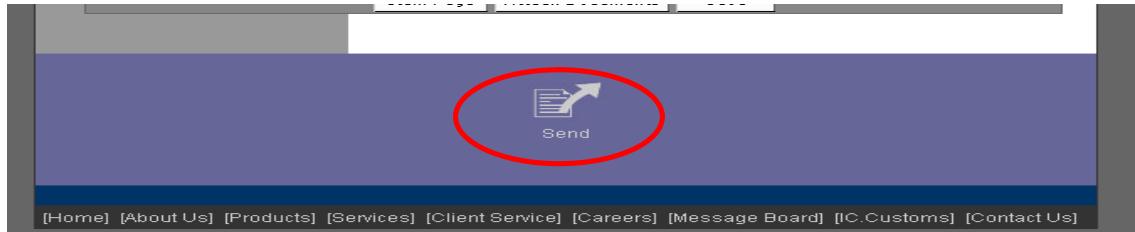
**1. Commercial Invoice:**

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

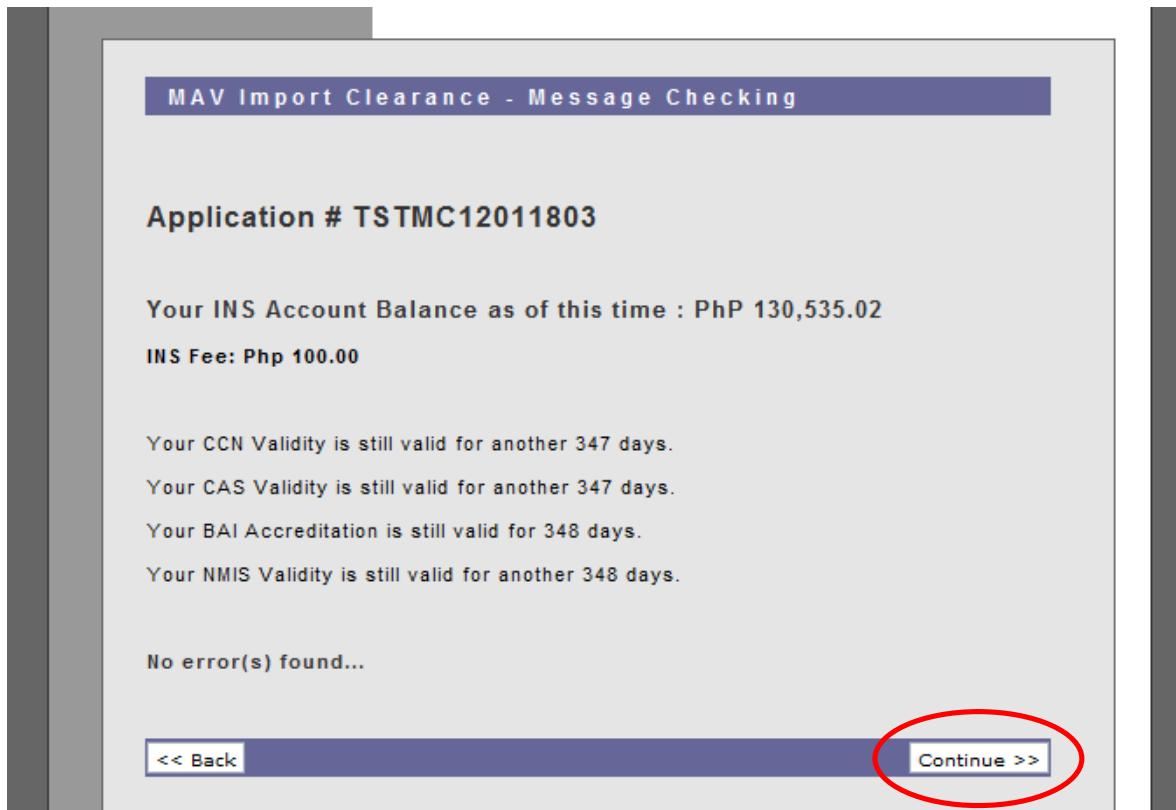
**Submit**

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	Items:	1
Importer TIN:	3333333333	Units:	1
Importer Name:	Test Importer	Status:	Approved
MAV Account No.:	1000		
<a href="#">Item Page</a> <a href="#">Attach Documents</a> <a href="#">Save</a>			
SPS Import Clearance Reference: TSTDAA11032505 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			
<a href="#">Item Page</a> <a href="#">Attach Documents</a> <a href="#">Save</a>			
 <a href="#">Send</a>	 <a href="#">Print Out</a>		

Sample Print out of MAV Import Certificate.

Account No.	1000	MIC Control No.	12100002
 <p><b>MAV MANAGEMENT COMMITTEE</b> Department of Agriculture 2/F, Department of Agriculture Bldg. Elliptical Road, Diliman, Quezon City</p>			
<p><b>MAV Import Certificate</b> (non-transferable)</p>			
<p>Date: 1/1/2012</p>			
<p><i>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</i></p>			
<p>Atty. Vero B. Librejo Offices-in-Charge</p>			
BL/CI No.	TEST BL	SPS IC No.	TSTDA11032505
Port of Entry	Ninoy Aquino Int'l Airport		
Source	AUSTRALIA		
			
<p><input type="checkbox"/> Original Copy <input type="checkbox"/> Return Copy <input type="checkbox"/> BOC/TED Copy <input type="checkbox"/> MMC Copy <input type="checkbox"/> Licensee Copy</p>			

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