InterCommerce
Network Services

WebCWS
Department of Agriculture

User's Manual
SPS Clearance

Table of Contents

Section 1 – Introduction

The WebCWS for Department of Agriculture is a web based application that enables authorized users to remotely file and process the SPS Clearance with DA and Import Declarations with Bureau of Customs.

The WebCWS application allows you to:

- Prepare and submit the SPS Clearance online;
- Look up tables for Customs product codes, tariff rates, and currency exchange rates used by Customs in computing dutiable values; and
- Manage system information

System Requirement

- Computer with stable internet access (1024x768 recommended screen resolution)
- Internet Explorer 5.5 or higher; Mozilla Firefox 2.0 or higher
- Flash Player (browser plug-in)
- Microsoft Excel (Optional for reports)
- Microsoft compatible printer

Section 2 – Getting Started

Online Registration

1. WebCWS account.

    a. To register an account, go to **http://www.intercommerce.com.ph**

    b. Select **Register**
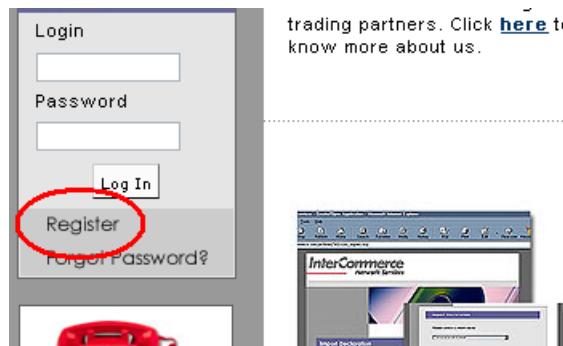
    c. Fill up all the necessary details. Select **Submit.**

    d. To finalize the activation of your account, you need to submit the following fully *accomplished* documents to InterCommerce via FAX (8438160) or EMAIL (manilacs@intercommerce.com.ph) indicating the **Username or Login Name** that you registered online.

        i. WEBCWS IMPORTER REGISTRATION FORM (first page)

        ii. INFORMATION SERVICES AGREEMENT (second page)

        These documents can be downloaded at:
        http://www.intercommerce.com.ph/ICCustoms/download_area.asp

Logging in to the InterCommerce Website

In the address bar, enter **http://www.intercommerce.com.ph**

If Username and password is correct, user will be directed to a secured site. Select **yes** at the prompt.

For security reason, InterCommerce site will be automatically log-off after **ten (10) minutes of inactivity**. Saving your work from time to time is encouraged. To continue working once logged-out, just close the browser and repeat logging procedures.
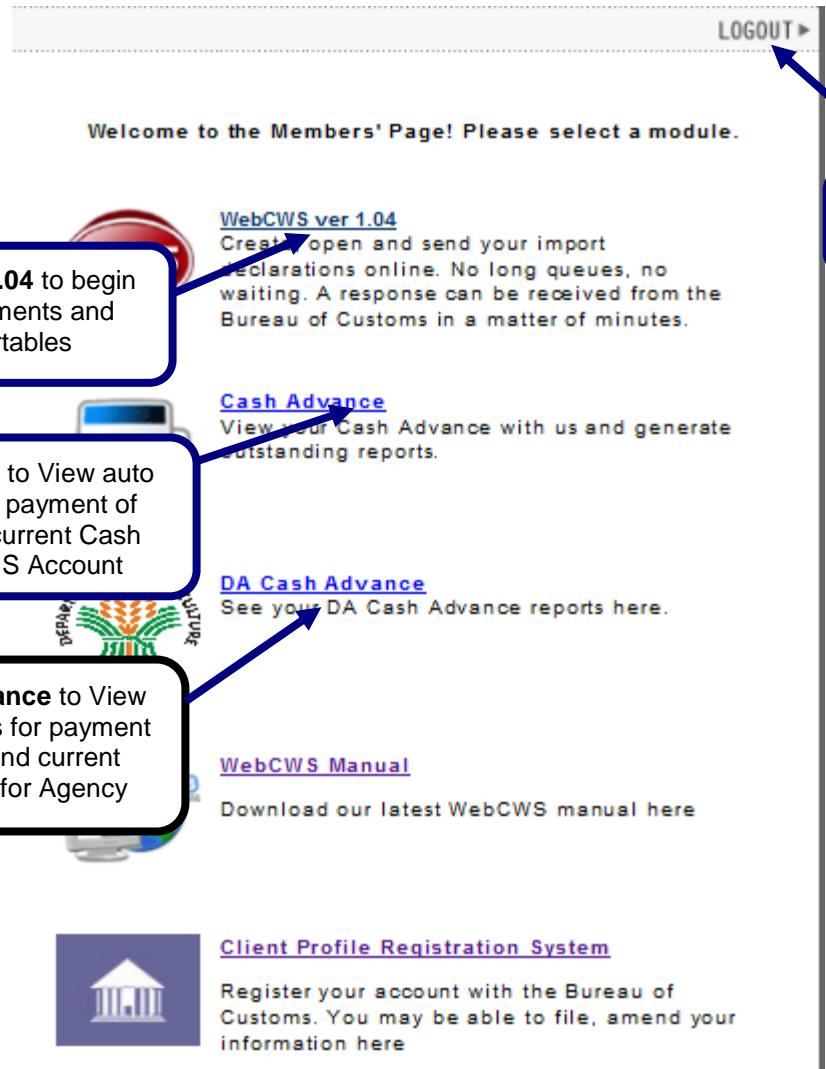
Welcome to the Members' Page! Please select a module.

Select to Log-out of the system

WebCWS ver 1.04
Create, open and send your import declarations online. No long queues, no waiting. A response can be received from the Bureau of Customs in a matter of minutes.

Select **WebCWS ver 1.04** to begin SPS Clearance lodgments and checking of Importables

Cash Advance
View your Cash Advance with us and generate outstanding reports.

Select **Cash Advance** to View auto debit transactions for payment of SPS Clearance and current Cash Fund Balance for INS Account

DA Cash Advance
See your DA Cash Advance reports here.

Select **DA Cash Advance** to View auto debit transactions for payment of SPS Clearance and current Cash Fund Balance for Agency

WebCWS Manual
Download our latest WebCWS manual here

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

Resetting Passwords

To reset your password, the authorized users need to email us requesting to reset their password together with an *attached company id*. The request should include the username, Company or Individual's name. Emails should be sent to **manilacs@intercommerce.com.ph.**

Password Security

In order to protect the account owner from unauthorized use, proper precautions should be followed when accessing your account especially from publicly used computers (ie. internet cafes, offices and shared computers). Unauthorized use of your account might put your license at risk!

- **Memorize your Password**. Do not write it anywhere.
- If you need to share your account with another person, update password immediately afterwards.
- Always select **NO** when being asked by Windows about saving password options.

6

Section 3 - Preparing SPS Clearance

In the WebCWS Main Menu, select **Create/Open SPS Clearance** button then Click the **Submit** box.

Click Create/Open then click send to continue.

Drop down button.
Select **Company**

A company may be accredited to all existing agencies. *Select* which agency that you are to create your SPS clearance then click **next.**

Drop down button.
Select **DA Agency**
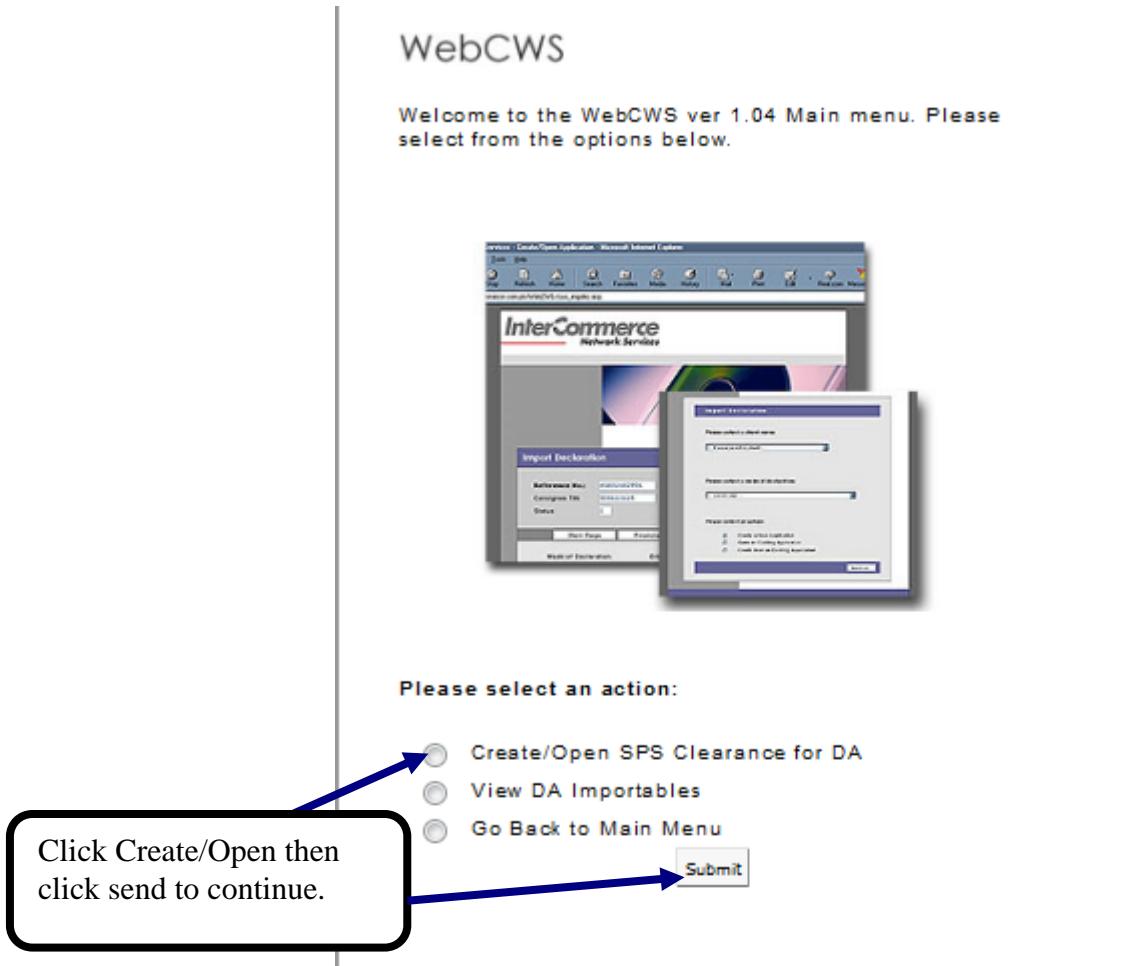
Import Clearance (DA)

Please select an Agency:

BAI - NVQS - Animal Products ▼

Select **Next>>** when done

Please select an action:

◉ Create a New Application
◯ Open an Existing Application
◯ Create from an Existing Application

<< Back   Next >>

Select **Create a New Application** button and click **Next**.

The **Create a New Application** window will appear with the following data:

Create a New Application

Client Name : Test Importer-BAI
Client TIN : 333333333
Importation Type: SPS Clearance
Destination: BAI - NVQS - Animal Products
Application Type: *New Application*

Click **Continue>>**

<< Back   Continue >>

The **Application number** will only be stored in the system when the SPS Import Clearance is saved for the first time. The format is (**AAAYYMMDDXX**) Client Code, Year, Month, Day and series number.

Select Purpose of Importation among the list provided.

Quarantine Site and Final Destination are mandatory fields if DA Agency selected is as specified **Live Animals** for *Quarantine Site* *(Specific Quarantine sites where animals would be placed)* and **Planting Materials** for *Final Destination* *(Location/Area where the seeds would be planted)*

Click … to select saved data for Exporter Information

Broker information is **not** Mandatory.

All required fields must be *filled out* before the clearance can be saved.

Item Page

Select Item Page from the General Page (Fig 4.4). The Item Page summary window will appear.

Item Page - Summary Window

Select **Add** button to go to the Item Details page
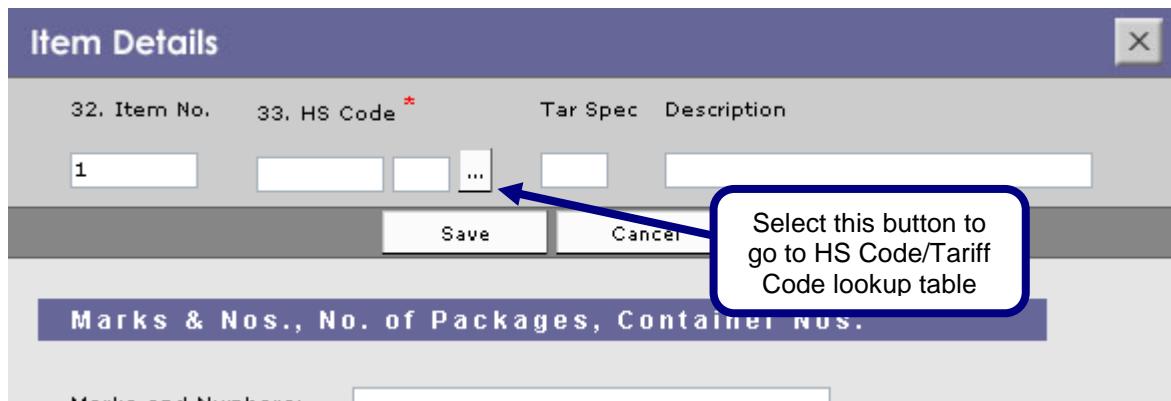
Item Details

Once the **HS code Lookup** window appears, you can begin searching for the required HS Code/Tariff Heading by entering the first six (6) digits in the search field.

When the desired HS Code/Tariff Heading is displayed, select the option button and click the **Select** button.

After selecting the appropriate HS Code/Tariff Heading, the **Item Details** page will be displayed with the selected data. Fill out all the necessary information, and click the **save** button. Once successfully saved, the **Item Summary** page will appear.

HS Code Lookup

Item Details   ⊠

32. Item No   33. Importables *   Tar Spec   HS Code Description

1   06049900   000 [...] [   ]   - - Other

> Always use this button to go back

Save   Cancel

Marks & Nos., No. of Packages, Container Nos.

No. of Packages/Units: [   ] KILOGRAMS ▾

Item Details Data

Quantity and Weight

Quantity: [   ]   AE - AEROSOL   ▾
Weight: [   ] KG   **(1 Metric Ton = 1000 Kgs)**

Goods Description

Tolerance: [   ]
Description: [   ]
                   [   ]
                   [   ]

Proforma Invoice

Proforma Invoice: [   ]

Country and Place of Origin

Country of Origin: [None   ▾]
Place of Source: [   ]

Airway Bill, Transaction Value

Airway Bill / Bill of Lading: [   ]
Value Type: [FOB ▾]
                   FOB
Amount: CIF [   ] [AUD ▾]

Save   Cancel

Value Types available are FOB and CIF. These are the only agreed Value types by all agencies (BPI,BFAR, BAI) for applying your SPS Clearance.

Entering Multiple Items
To enter additional items, select the **Add** button. Select **Open** to review previous items and **Delete** to remove current selected item. When adding multiple items, double-check the data per item.

Item Page – 1 Item

Enter all the necessary values on the succeeding items. Select **Save** when done.
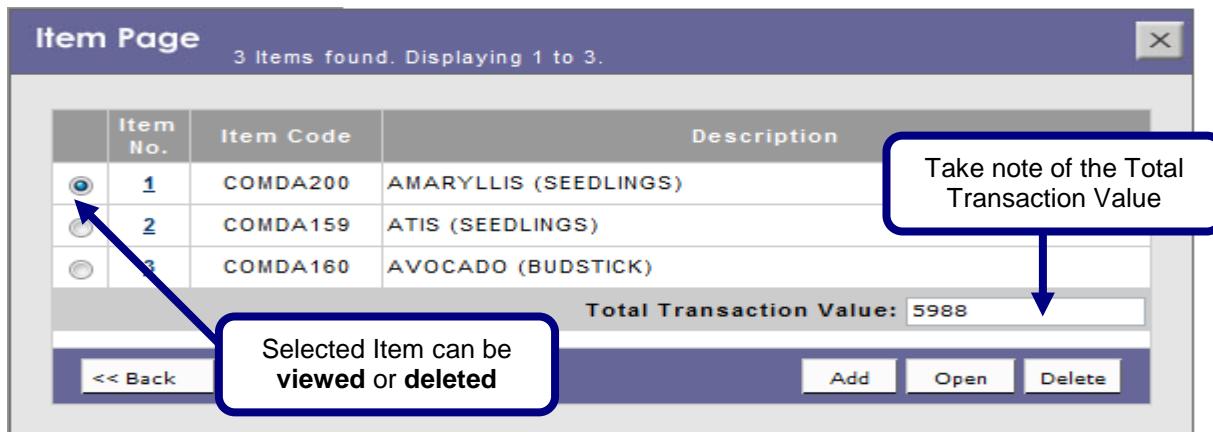
Item Page – Multiple Items

Section 4 – Document Requirements

Attach documents like Proforma Invoice and Certificates that are required when applying for SPS Import Clearance.

Documents must be in JPEG or PDF File.

Section 5 – Sending the Electronic Certificate of Authority to Import and Receiving Response

Sending the SPS Clearance to Department of Agriculture Trade System:

Once you have created the SPS Clearance, you may now send the application to DA for approval.
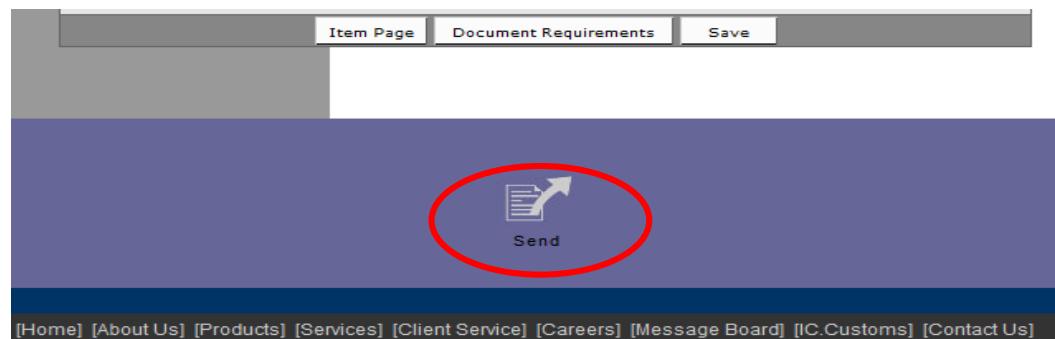
The Message Checking Window will appear with the balance information, accreditation with the agency, CAS and CCN Validity. Select the Continue button to send your SPS Clearance application to DA.

SPS Clearance for DA - Message Checking

Application # TST10080901

Your DA Account Balance as of this time : PhP 180.00

Your INS Account Balance as of this time : PhP 144121.00

IC Fee: Php 20.00

INS Fee: Php 0.00

Your Accreditation has 144 days left.

Your CCN Validity has 143 days left.

Your CAS Validity has 143 days left.

No error(s) found...

<< Back   Continue >>

Click Continue

Once succesfully sent, a confirmation window will appear that your clearance is **UNDER REVIEW** . Select the BACK button to go back to the SPS Clearance General Page.

SPS Clearance for DA - Message Checking

Application # TST10080901

Your **Import Clearance** is now UNDERREVIEW and an amount of **Php 20.00** was deducted from your DA account and **Php 0.00** from your INS Account.

<< Back
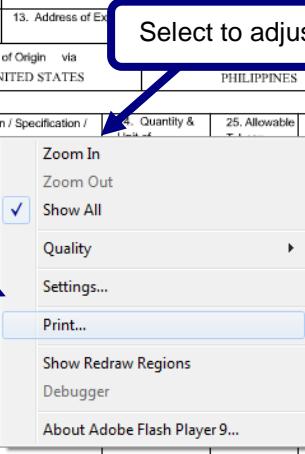
Section 6 – Printing the SPS Clearance

Once status is **APPROVED**, you can now print the SPS Clearance by clicking the Print Out (front) button for the first page and Print Out (Back) for the second page.
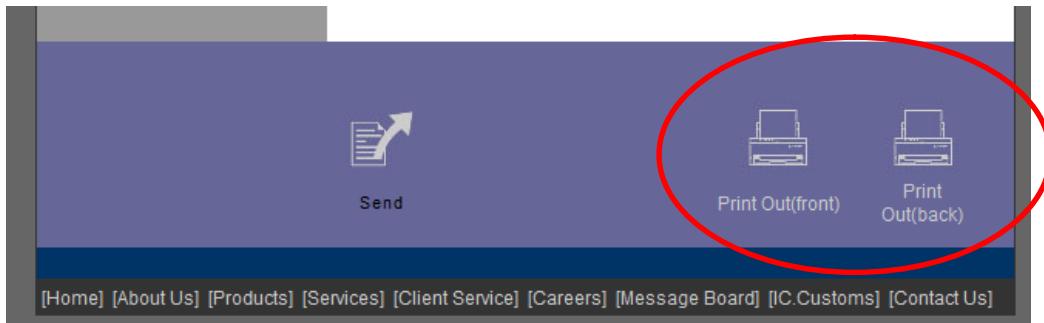
The SPS Clearance window will appear. Right click on the document displayed to view the available options.

Select the Print option to print the document.

Sample SPS Import Clearance

This is the printout that you are going to send to your exporter. This document will signal the exporter that the shipment is expected in the Philippines. When the shipment arrives, you will then present this document to the Port Quarantine Officers for the actual inspection of the goods imported.