



# **WebCWS**

## **Department of Agriculture**

*User's Manual*  
*SPS Clearance*

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## **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

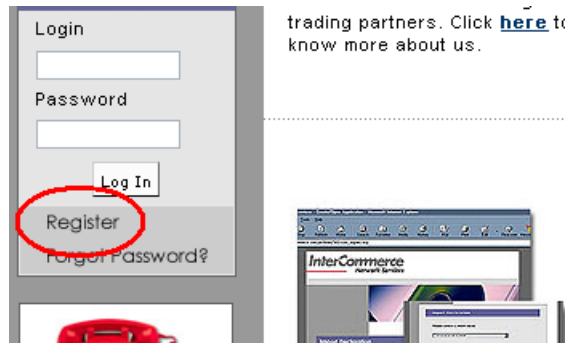
### ***System Requirement***

- 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](mailto: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](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.

The screenshot shows the 'Welcome to the Members' Page! Please select a module.' interface. At the top right is a 'LOGOUT ►' link. Below the welcome message are several menu items, each with a callout box explaining its function:

- 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. (Callout: 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. (Callout: 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. (Callout: 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.

A 'LOGOUT ►' link is also present at the top right of the page, with a callout box stating: 'Select to Log-out of the system'.

### 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!

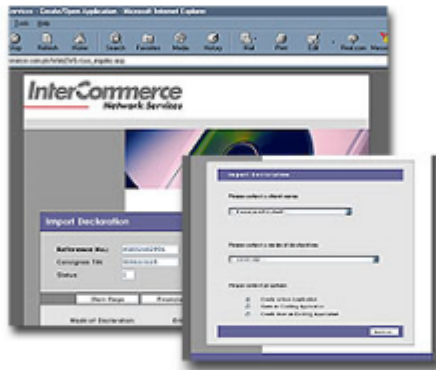
- **Memorize your Password.** Do not write it anywhere.
- If you need to share your account with another person, update password immediately afterwards.
- Always select **NO** when being asked by Windows about saving password options.

### Section 3 - Preparing SPS Clearance

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

WebCWS

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



Please select an action:

- ☐ Create/Open SPS Clearance for DA
- ☐ View DA Importables
- ☐ Go Back to Main Menu

Click Create/Open then click send to continue.

Submit

LOGOUT ►

### Import Clearance (DA)

Please select the Company you will use:

---Please select your company---

---Please select your company---

TEST123 -Test Importer-BPI

TEST124 -Test Importer-BAI

TEST125 -Test Importer-BFAR

<< Back
Next >>

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**.

### Import Clearance (DA)

Please select an Agency:

---Please select an Agency---

---Please select an Agency---

BAI - NVQS - Live Animals

BAI - NVQS - Animal Products

BAI - NVQS - Animal ByProducts

BAI - LSD-VBSS

BAI - AFSD - Mixed Feeds

BAI - AFSD - Feed Ingredients

BAI - AFSD - Feed Supplements

BAI - AFSD - Feed Additives

BAI - AFSD - Specialty Feeds

BAI - AFSD - Special Feed Nutrient Preparations

BAI - AFSD - Veterinary Drug and Product Supplements

BAI - AFSD - VDAP Additives

BAI - AFSD - VDAP Anti-Infective/AntiBacterials

BAI - AFSD - VDAP AntiParasitic/Anthelmintic

BAI - AFSD - VDAP AntiParasitic/Protozoal

BAI - AFSD - VDAP-Analgesic

BAI - AFSD - Medicated Feeds

BFAR - Fresh/Frozen Products

BFAR - Live Animals

Next >>

Drop down button.  
Select **DA Agency**



LOGOUT ►

### Import Clearance (DA)

Please select an Agency:

BAI - NVQS - Animal Products ▼

Please select an action:

- ☒ Create a New Application
- ☐ Open an Existing Application
- ☐ Create from an Existing Application

<< Back      Next >>

Select **Next>>** when done

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

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

LOGOUT ►

### 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*

<< Back      Continue >>

Click **Continue>>**

**SPS Clearance for DA**

Application No.: TST10111801

Consignee TIN: 333333333

Consignee Name: Test Importer-BAI

Items: 0

No. of Packages: 0

Status: Incomplete

Item Page Document Requirements Save

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

Item Page Document Requirements Save

Import Clearance to: BPI - Plant/Plant Products

Date Created:

Purpose of Importation:

Payment Procedure:

Quarantine Site:

(for Live Animals)

Final Destination:

(for Planting Materials)

**Exporter / Supplier**

Name:

Address:

**Manufacturer**

Name:

None

Adaptation Trial

Animal Feed

Approved NCBP Screen Houses

Commercial

Consumption

Demo

Distribution

Erosion Control

Exhibit

Experiment

Experimental

Experimental and Commercial Plantation

Experimental Propagation

Field Growing

Field Trial

For Consumption (Airline, Commissary, Hotel and Restaurant)

Laboratory Analysis

Laboratory Test

Milling

None

Select Purpose of Importation among the list provided.

Item Page	Document Requirements	Save
Import Clearance to:	BAI - NVQS - Animal Products	
Date Created:		
Purpose of Importation:	None	
Payment Procedure:	Agency Cash Advance	
Quarantine Site:		
(for Live Animals)		
Final Destination:		
(for Planting Materials)		

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)

Exporter / Supplier Information	
Name:	<input type="text"/>
Address:	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Manufacturer Information	
Name:	<input type="text"/>
Address:	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Establishment Number:	<input type="text"/>
Broker Information	
Name:	<input type="text"/>
Address:	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Broker's TIN:	<input type="text"/>

Click ... to select saved data for Exporter Information

Broker information is **not** Mandatory.

Mode of Shipment, Country of Origin, Port of Entry

Mode of Shipment: SEA ▼

Country of Export: AFGHANISTAN ▼

Port of Entry: None ▼

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** 0 Items found. Displaying 0 to 0. ✕

Item No.	HS Code	Description
----------	---------	-------------

Total Transaction Value: 0

⏪ Back **Add** Open Delete

*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	HS Code (AHTN)	Commodity Description	Commodity Code
<input type="radio"/>	06049900	000	Adenium	COMDA194
<input type="radio"/>	06049900	000	Adiantum (Ferns)	COMDA195
<input type="radio"/>	06049900	000		COMDA197
<input type="radio"/>	06049900	000		COMDA196
<input type="radio"/>	06049900	000		COMDA198
<input type="radio"/>	06049900	000	Alocasia	COMDA199
<input type="radio"/>	06049900	000	Amaryllis (Seedlings)	COMDA200
<input type="radio"/>	06049900	000	Anthurium Seedlings/Plants	COMDA201
<input type="radio"/>	06029030	000	Anubias	COMDA184
<input type="radio"/>	06029030	000	Anubias nana	COMDA189

## HS Code Lookup

The 'Item Details' form contains the following fields and sections:

- Item Details Section:**
  - 32. Item No:
  - 33. Importables\*:
  - Tar Spec:
  - HS Code Description:
- Buttons:** Save, Cancel
- Marks & Nos., No. of Packages, Container Nos. Section:**
  - No. of Packages/Units:

A blue callout box with an arrow points to the close button (X) in the top right corner of the form, containing the text: "Always use this button to go back".

## Item Details Data

The 'Item Details Data' form is organized into several sections:

- Quantity and Weight Section:**
  - Quantity:
  - Weight:  KG (1 Metric Ton = 1000 Kgs)
- Goods Description Section:**
  - Tolerance:
  - Description:
- Proforma Invoice Section:**
  - Proforma Invoice:
- Country and Place of Origin Section:**
  - Country of Origin:
  - Place of Source:
- Airway Bill, Transaction Value Section:**
  - Airway Bill / Bill of Lading:
  - Value Type:
  - Amount:

At the bottom of the form are the Save and Cancel buttons.

**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 Items found. Displaying 1 to 1.

Item No.	HS Code	Description
1	84731090.000	- - Other

Total Transaction Value: 1590.25

<< Back Add Open Delete

Select **Add** to add additional Item

*Item Page – 1 Item*

Enter all the necessary values on the succeeding items. Select **Save** when done.

Item Page 3 Items found. Displaying 1 to 3.

Item No.	Item Code	Description
1	COMDA200	AMARYLLIS (SEEDLINGS)
2	COMDA159	ATIS (SEEDLINGS)
3	COMDA160	AVOCADO (BUDSTICK)

Total Transaction Value: 5988

<< Back Add Open Delete

Selected Item can be viewed or deleted

Take note of the Total Transaction Value

*Item Page – Multiple Items*

## Section 4 – Document Requirements

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



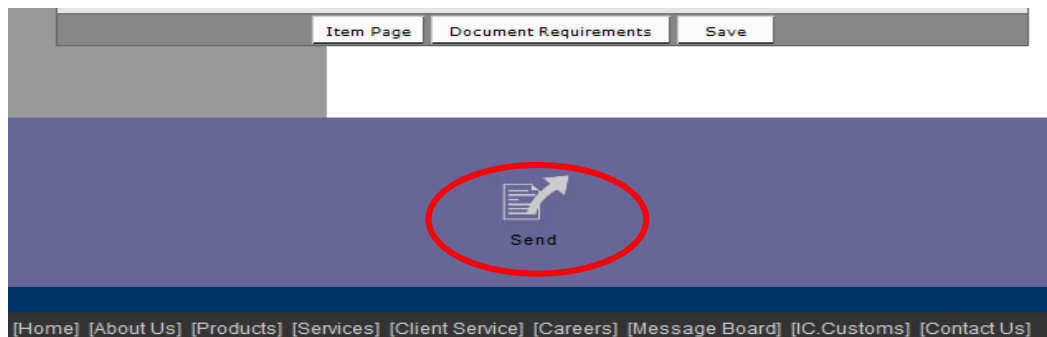
The screenshot shows a web browser window with the address bar displaying "intercommerce.com.ph" and the URL "https://www.intercommerce.com.ph/WebCWS/cws\_attachedfiles2.asp?tim=no". The main content area has two sections: "1. Proforma Invoice:" and "2. Others:". Each section contains a text input field and a "Browse..." button. At the bottom of the form, there are two buttons: "Submit" and "Close Window".

*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 successfully 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

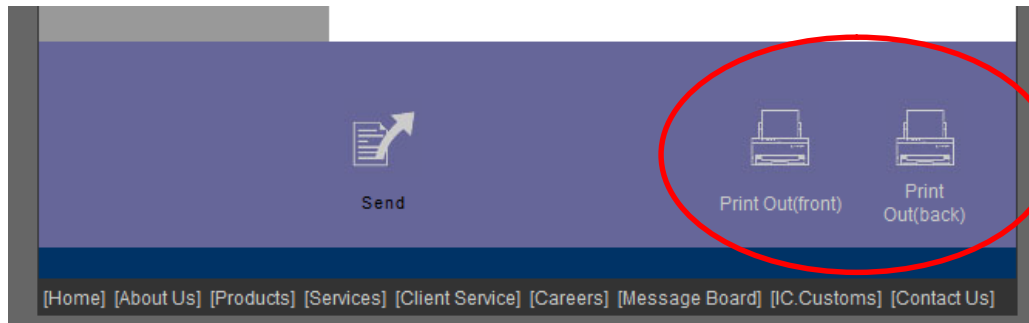
Application # TST10080901

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.

		Republic of the Philippines Department of Agriculture BUREAU OF ANIMAL INDUSTRY		<b>SPS Import Clearance</b>	
This SPS Import Clearance is good for a single shipment only					
1. SPS Import Clearance No. TSTD1015003		2. Place Issued QUEZON CITY		3. Date Issued	
4. Must Ship Out by Date					
5. Name of Importer Test Importer			6. Business Address of Importer / Handler / Company add add2		
7. TIN 333333333		8. Contact No. 1234567			
9. Name of Manufacturer / Producer / Plant			10. Business Address of Manufacturer / Producer / Plant		
11. Establishment No. of Manufacturer / Producer / Plant					
12. Name of Exporter / Supplier dole package foods			13. Address of Exporter		
14. Country of Source UNITED STATES		15. Country of Origin via UNITED STATES		PHILIPPINES	
17. Purpose of Importation for sale					
18. Tariff code		23. Description / Specification / Classification		24. Quantity & Unit	
19. Product / Commodity Name				25. Allowable	
20. Brand Name				26. Total Value (FOB US\$) 100	
27. Port of Entry (Indicative) Ninoy Aquino Intl Airport					
28. Quarantine Site for live plants / animals / fish			29. Final Destination / Warehouse / Cold Storage / Plant		
30. Recommending Approval			32. Authentication		
31. Approval					

Select to adjust the viewing size

Select to Print document

Zoom In  
 Zoom Out  
☒ Show All  
 Quality  
 Settings...  
 Print...  
 Show Redraw Regions  
 Debugger  
 About Adobe Flash Player 9...

*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.