



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

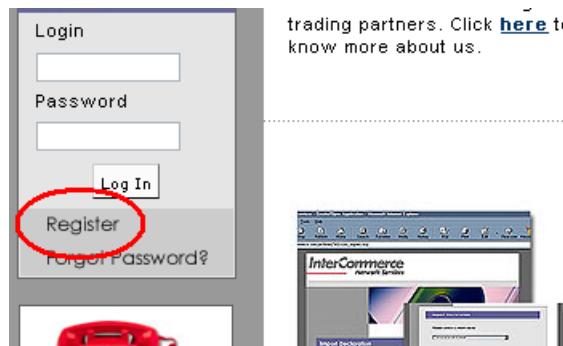
System Requirement

- 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) 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

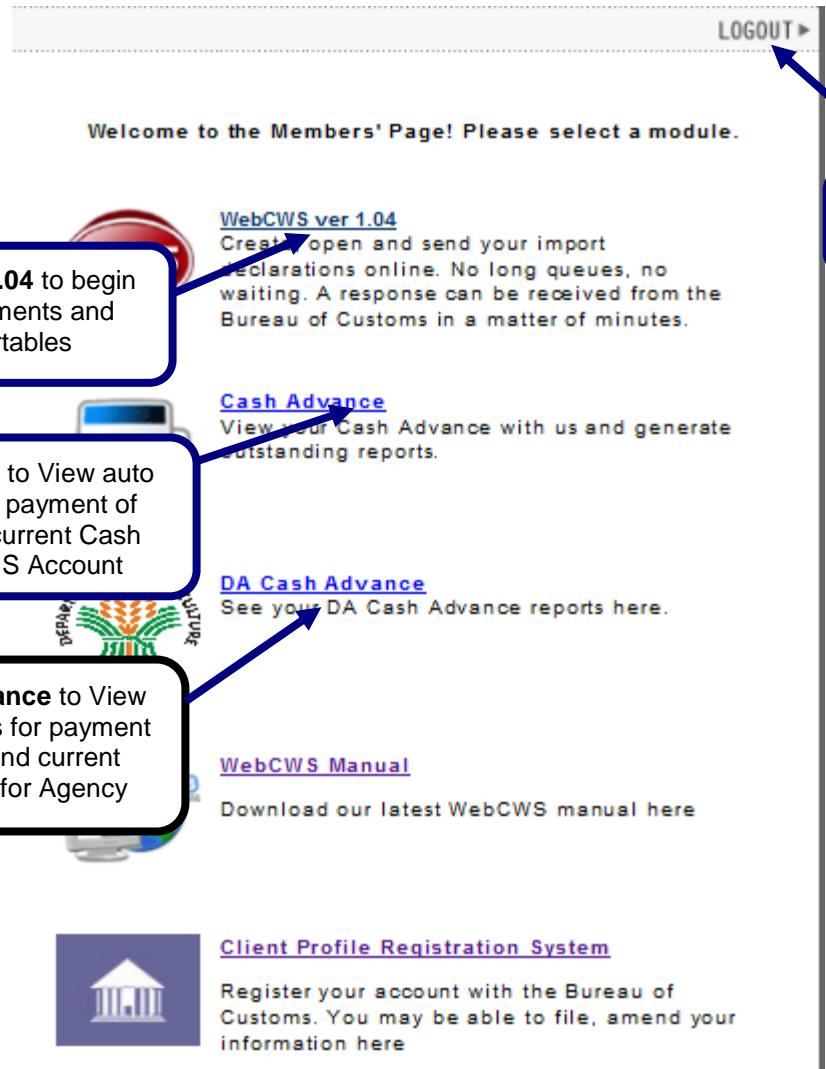
Logging in to the InterCommerce Website

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.

LOGOUT ►

Select to Log-out of the system

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

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

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

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

DA Cash Advance
See your DA Cash Advance reports here.

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.

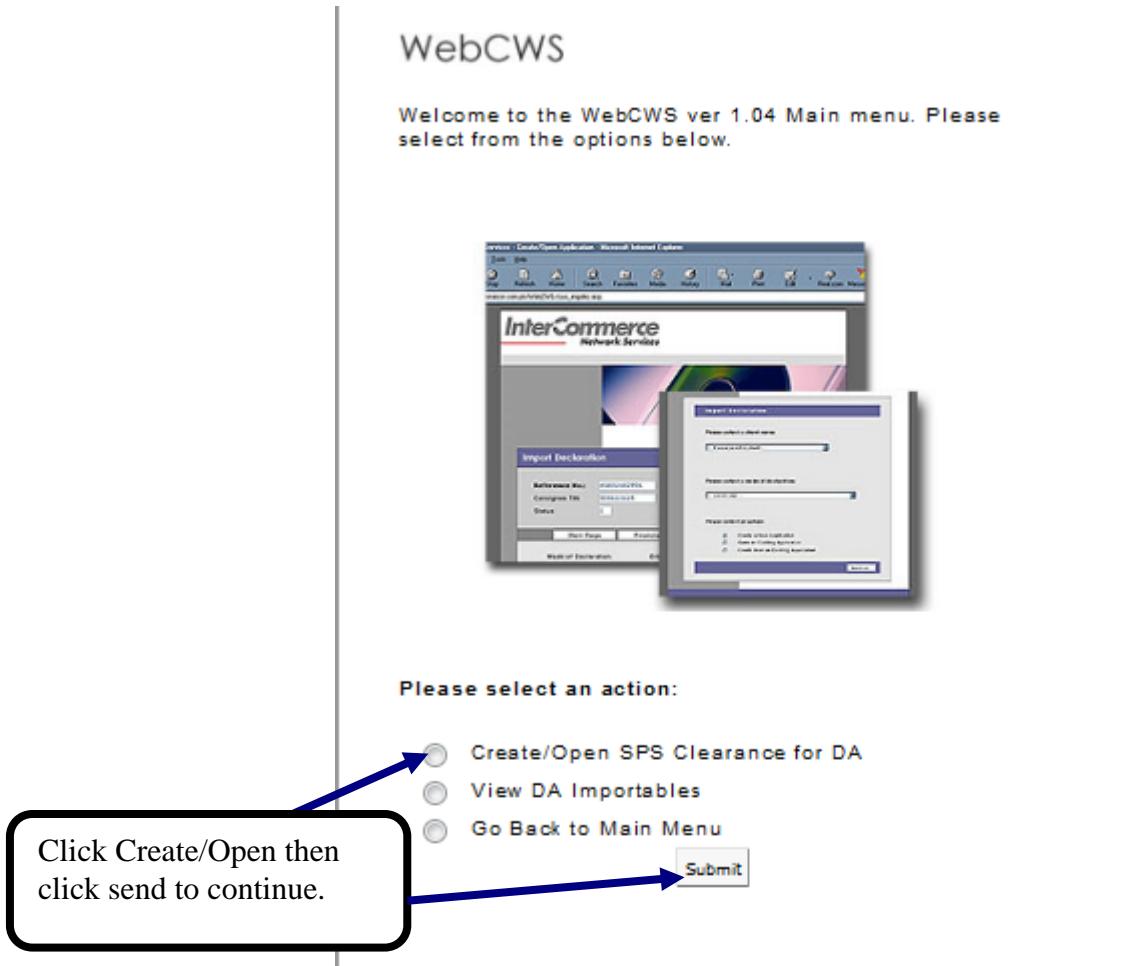
Password Security

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.

Section 3 - Preparing SPS Clearance

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



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

Drop down button.
Select **DA Agency**

Next >>

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 : 3333333333

Importation Type: SPS Clearance

Destination: BAI - NVQS - Animal Products

Application Type: New Application

<< Back Continue >>

Click **Continue>>**

SPS Clearance for DA

| | | | |
|------------------|-------------------|------------------|------------|
| Application No.: | TST10111801 | Items: | 0 |
| Consignee TIN: | 333333333 | No. of Packages: | 0 |
| Consignee Name: | Test Importer-BAI | 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 (AAAYYMMDDXX) Client Code, Year, Month, Day and series number.

Select Purpose of Importation among the list provided.

| | |
|--------------------------|---|
| Import Clearance to: | BPI - Plant/Plant Products |
| Date Created: | |
| Purpose of Importation: | None |
| Payment Procedure: | Adaptation Trial |
| Quarantine Site: | Animal Feed |
| (for Live Animals) | Approved NCBP Screen Houses |
| Final Destination: | Commercial |
| (for Planting Materials) | Consumption |
| Exporter / Supplier: | Demo |
| Name: | Distribution |
| Address: | Erosion Control |
| Manufacturer: | Exhibit |
| Name: | 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 |

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

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

| 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"/> |

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.

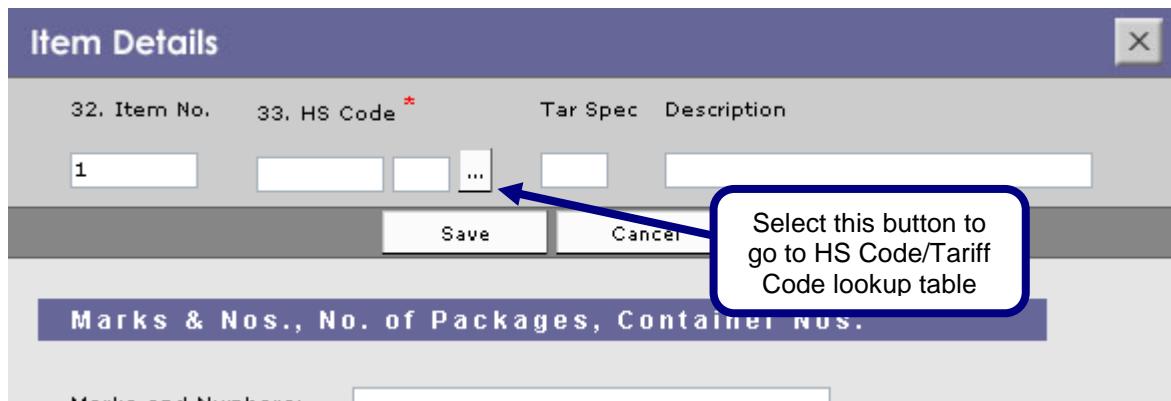
Item Page

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.

Please select Importables - Mozilla Firefox

Importables Lookup 110 records found. Displaying 1 to 10.

| | 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"/> | 060499 | | | COMDA197 |
| <input type="radio"/> | 060499 | | | 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 :
 Com Code :
 Com Desc :

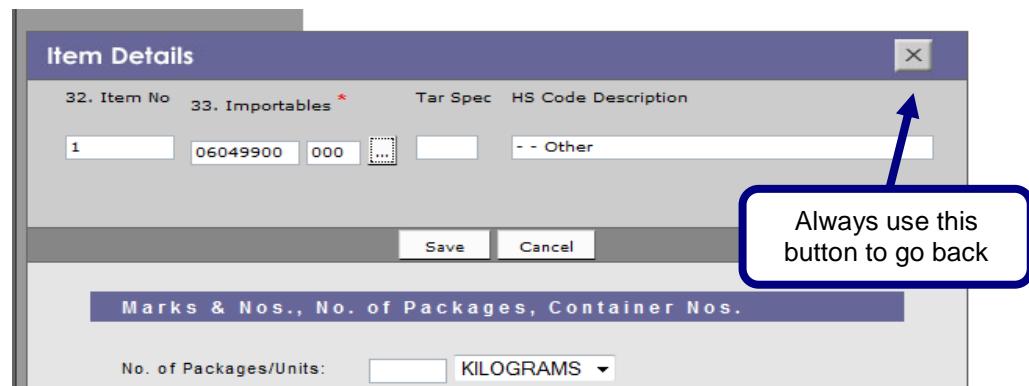
Search

Select the desired option

Enter the first **six (6)** digit HS Code/Tariff Code and click Search

Click Select when done

HS Code Lookup



Item Details

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

1 06049900 000 ... - - Other

Save Cancel

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

No. of Packages/Units: KILOGRAMS

Always use this button to go back

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

Amount: FOB 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 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.

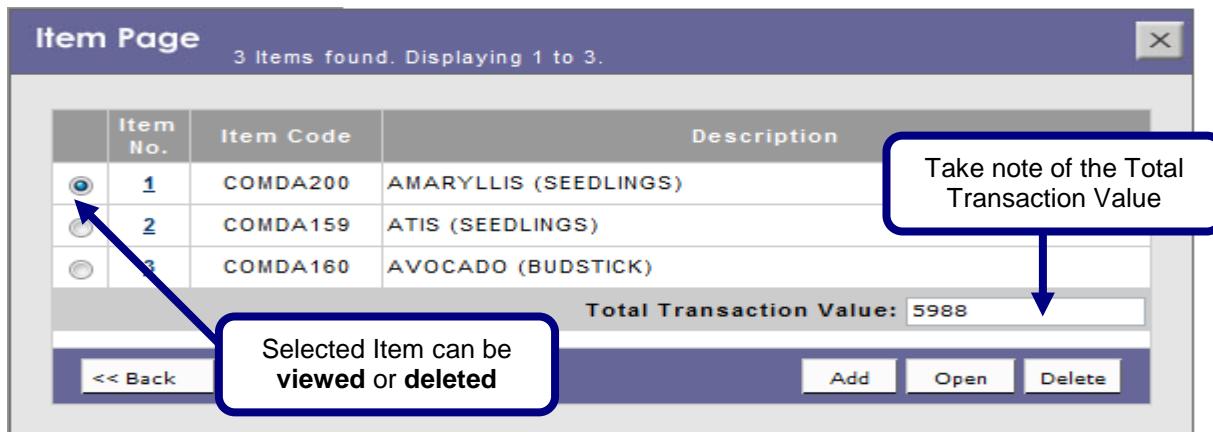
| Item No. | Item Code | Description |
|----------|-----------|-----------------------|
| 1 | COMDA200 | AMARYLLIS (SEEDLINGS) |
| 2 | COMDA159 | ATIS (SEEDLINGS) |
| 3 | COMDA160 | AVOCADO (BUDSTICK) |

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.



1. Proforma Invoice:
 [Browse...](#)

2. Others:
 [Browse...](#)

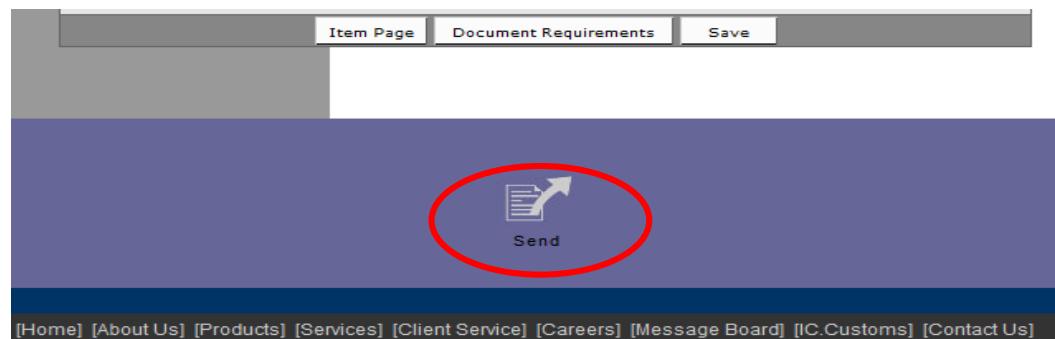
[Submit](#) [Close Window](#)

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.



Item Page Document Requirements Save

 Send

[Home] [About Us] [Products] [Services] [Client Service] [Careers] [Message Board] [I.C. Customs] [Contact Us]

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

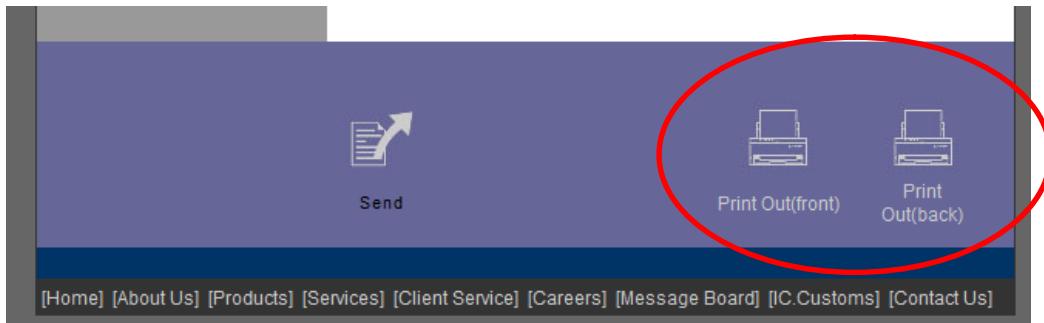
Application # TST10080901

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**](#)

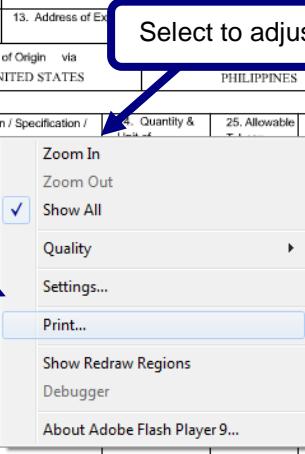
Section 6 – Printing the SPS Clearance

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 | | SPS Import Clearance | |
| 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 3333333333 | 8. Contact No. 1234567 | 10. Business Address of Manufacturer / Producer/ Plant | | | |
| 9. Name of Manufacturer / Producer / Plant | | 11. Establishment No. of Manufacturer/ Producer / Plant | | | |
| 12. Name of Exporter / Supplier dole package foods | | 13. Address of Exporter / Supplier | | | |
| 14. Country of Source UNITED STATES | | 15. Country of Origin via UNITED STATES | | 16. Destination / via PHILIPPINES | |
| 17 Purpose of Importation For sale | | | | | |
| 18. Tariff code | 19. Product / Commodity Name | 20. Brand Name | 23. Description / Specification / Classification | 24. Quantity & | 25. Allowable |
| | | | | 26. Total Value (FOB US\$) 100 | |
|  <ul style="list-style-type: none"> Zoom In Zoom Out <input checked="" type="checkbox"/> Show All Quality Settings... Print... Show Redraw Regions Debugger About Adobe Flash Player 9... | | | | | |
| 27. Port of Entry (Indicative) Ninoy Aquino Int'l Airport | | | | | |
| 28. Quarantine Site for live plants / animals / fish | | 29. Final Destination / Warehouse / Cold Storage / Plant | | | |
| 30. Recommending Approval | | 31. Approval | | | |
| 32. Authentication | | | | | |

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.