



# **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:

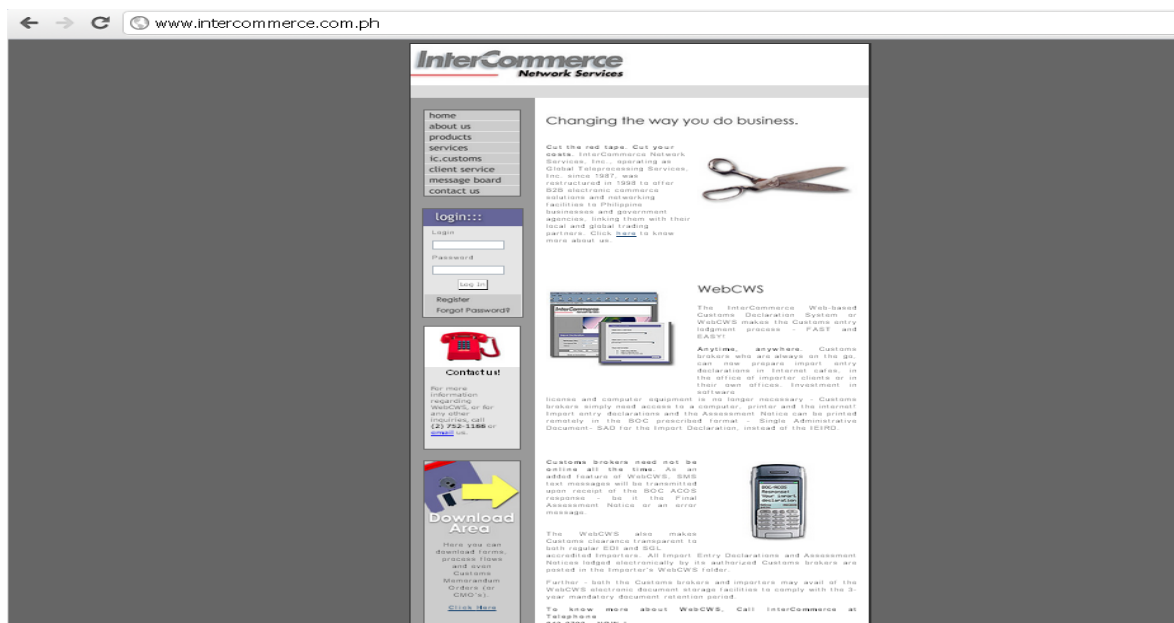
- ❑ Internet connection (preferably broadband connection)
- ❑ Internet Browser (Internet Explorer, Mozilla Firefox)
- ❑ Microsoft Office 97 (Excel) or higher for Report Generation

## To start with the InterCommerce WebCWS System

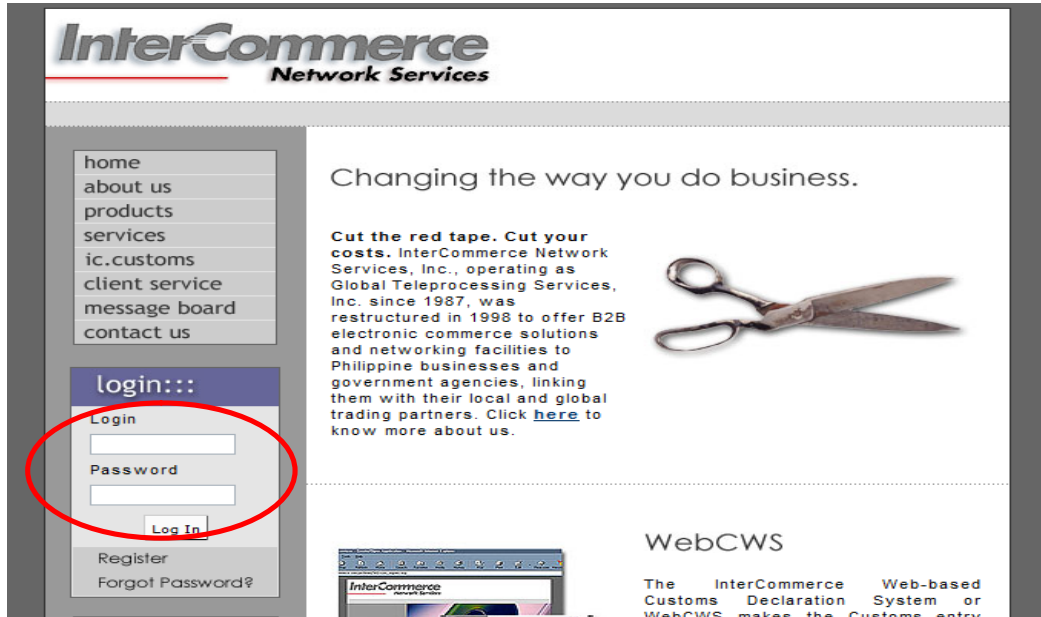
The User must have an active Internet Connection and a compatible browser to view and access the InterCommerce WEBCWS System.

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 the menu is a login section with a red circle around the 'login:::' header and the 'Login' and 'Password' input fields. The 'Log In' button is also visible. To the right of the login section is a large text area with the headline 'Changing the way you do business.' and a sub-headline 'Cut the red tape. Cut your costs.' followed by a paragraph about the company's history and services. An image of a pair of scissors is shown next to the text. Below the main text area is a section for 'WebCWS' with a small screenshot of the WebCWS interface and a description: 'The InterCommerce Web-based Customs Declaration System or WebCWS makes the Customs entry'.

**InterCommerce**  
Network Services

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

login:::  
Login  
Password  
Log In  
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.**



The screenshot shows the Members' Page with several modules listed. Each module has an icon on the left and a title and description on the right. The 'Department of Agriculture' module is circled in red. The modules are: Department of Agriculture (with a logo and the year 1898), Cash Advance (with a credit card icon), DA Cash Advance (with a logo and the year 1898), SPS Manual / MAV Manual (with a logo), and Client Profile Registration System (with a building icon).

 **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:

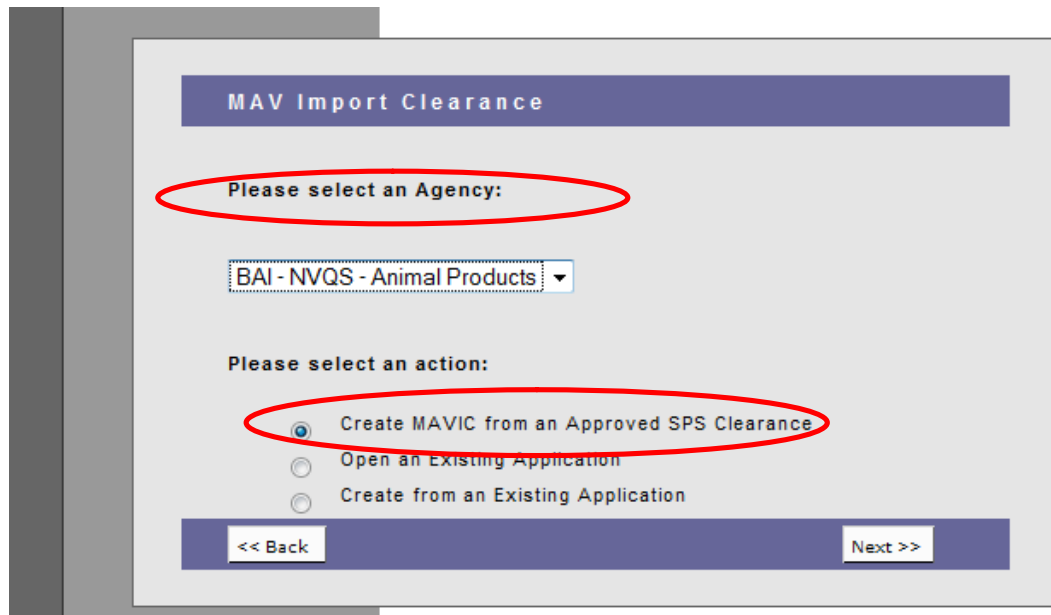
---Please select your company---

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

<< Back

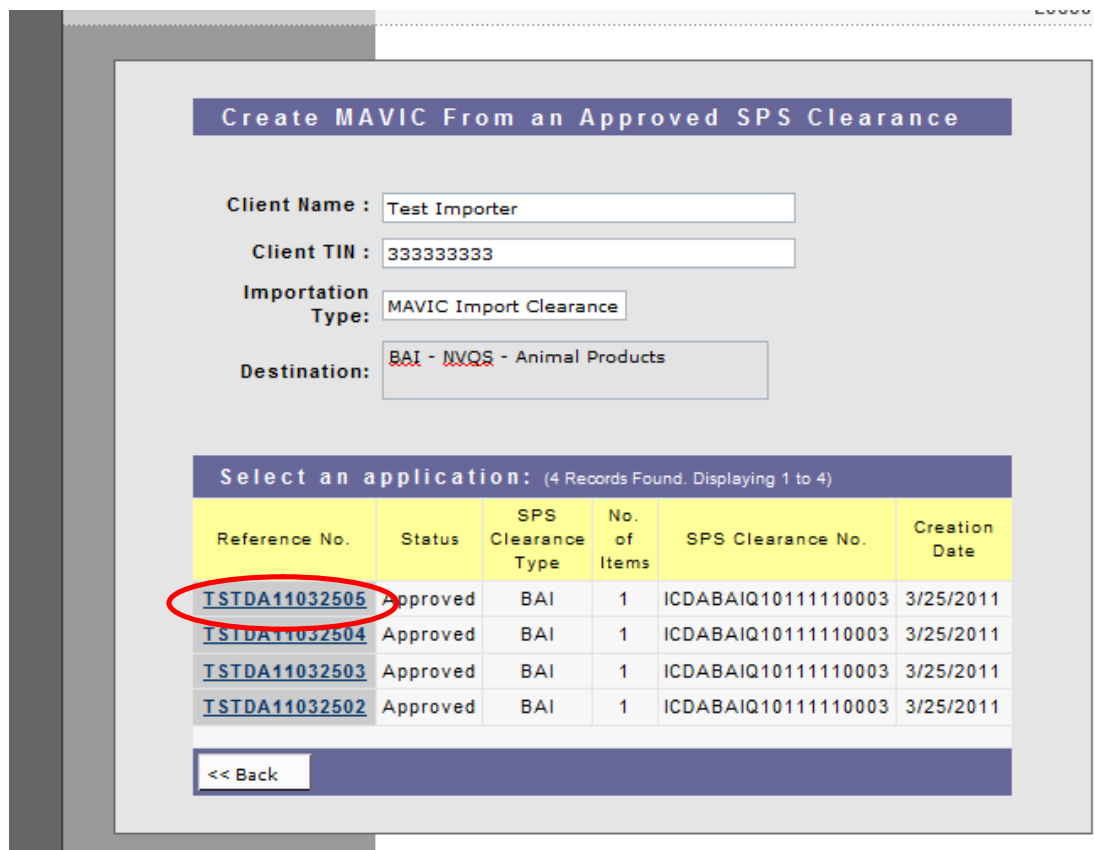
Next >>

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:", features a dropdown menu with "BAI - NVQS - Animal Products" selected. The second section, "Please select an action:", has three radio button options: "Create MAVIC from an Approved SPS Clearance" (which is selected and circled in red), "Open an Existing Application", and "Create from an Existing Application". At the bottom, there are two buttons: "<< Back" and "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: "Client Name" (Test Importer), "Client TIN" (333333333), "Importation Type" (MAVIC Import Clearance), and "Destination" (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. At the bottom, there is a "<< Back" button.

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

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.

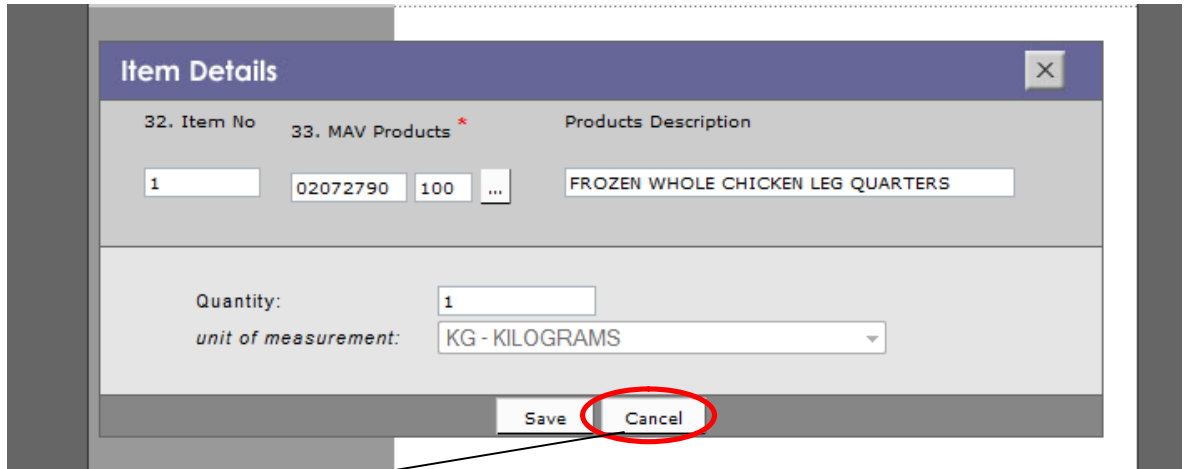
Item No.	Item Code	Item Description
1	0207	FROZEN WHOLE CHICKEN LEG QUARTERS

Total Units: 1

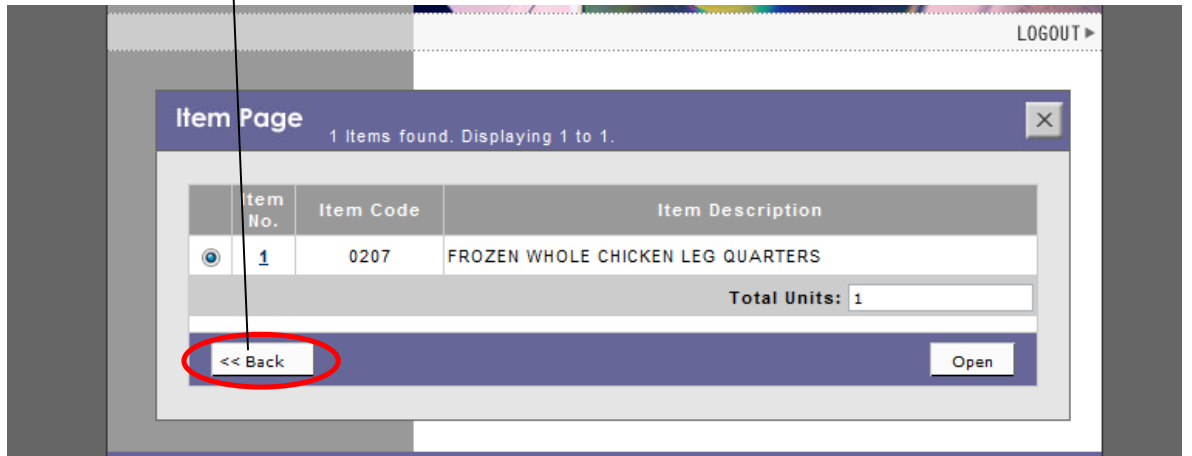
<< Back      Open

LOGOUT

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

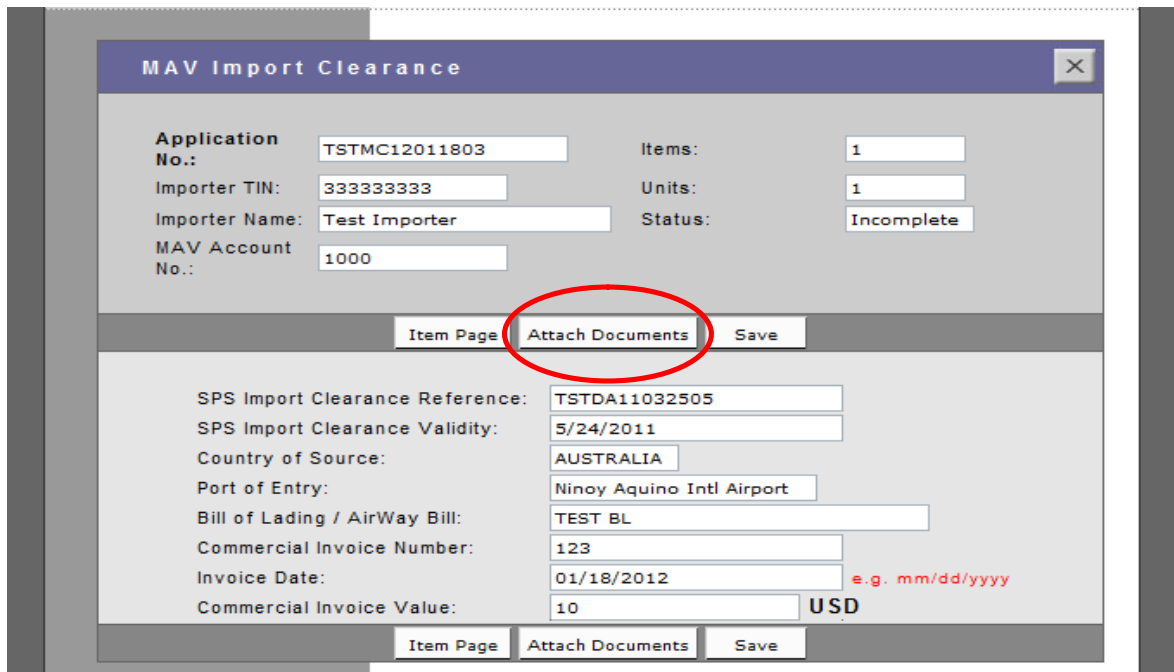


Click **Cancel** and Back to go to the General page.



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

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



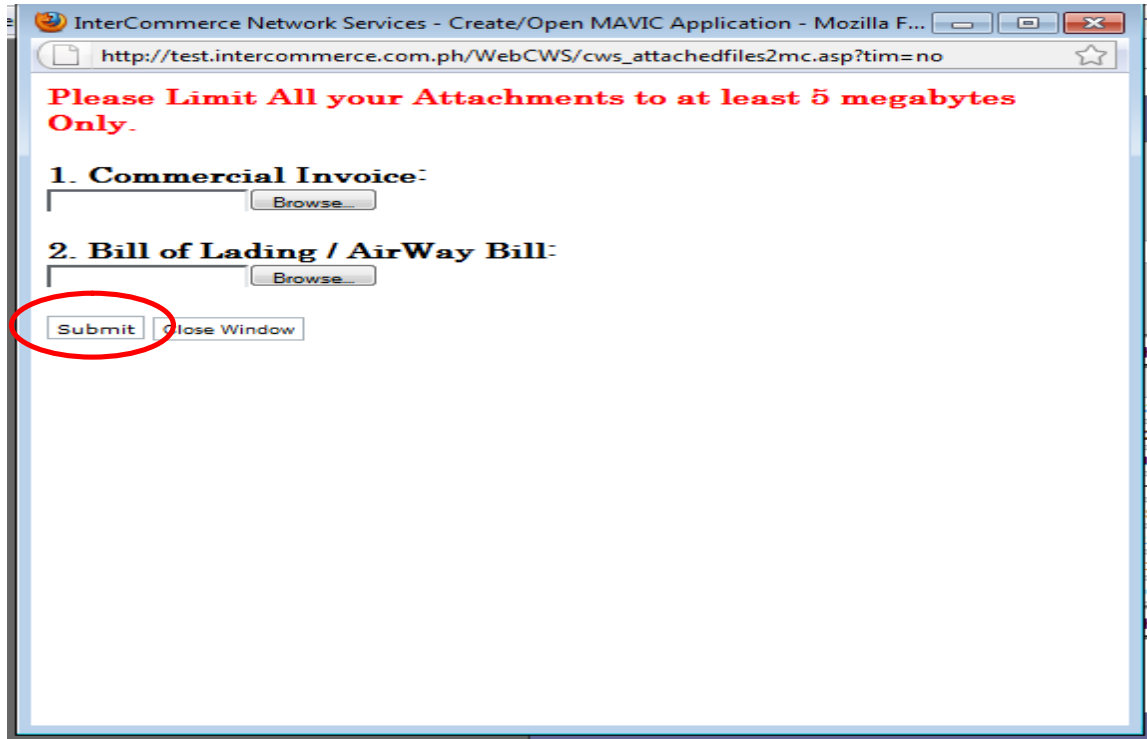
The image shows a web form titled "MAV Import Clearance". It contains several input fields for application details. Below the input fields, there are three tabs: "Item Page", "Attach Documents", and "Save". The "Attach Documents" tab is highlighted with a red circle. Below the tabs, there are more input 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" tab is highlighted with a red circle.

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
Commercial Invoice Value:	10

Item Page **Attach Documents** Save



The image shows a web browser window with the title "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 two buttons: "Submit" and "Close Window". The "Submit" button is highlighted with a red circle.

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...

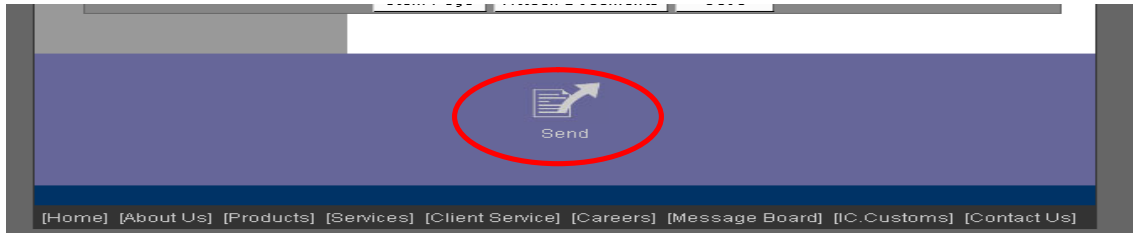
**2. Bill of Lading / AirWay Bill:**  
Browse...

Submit Close Window

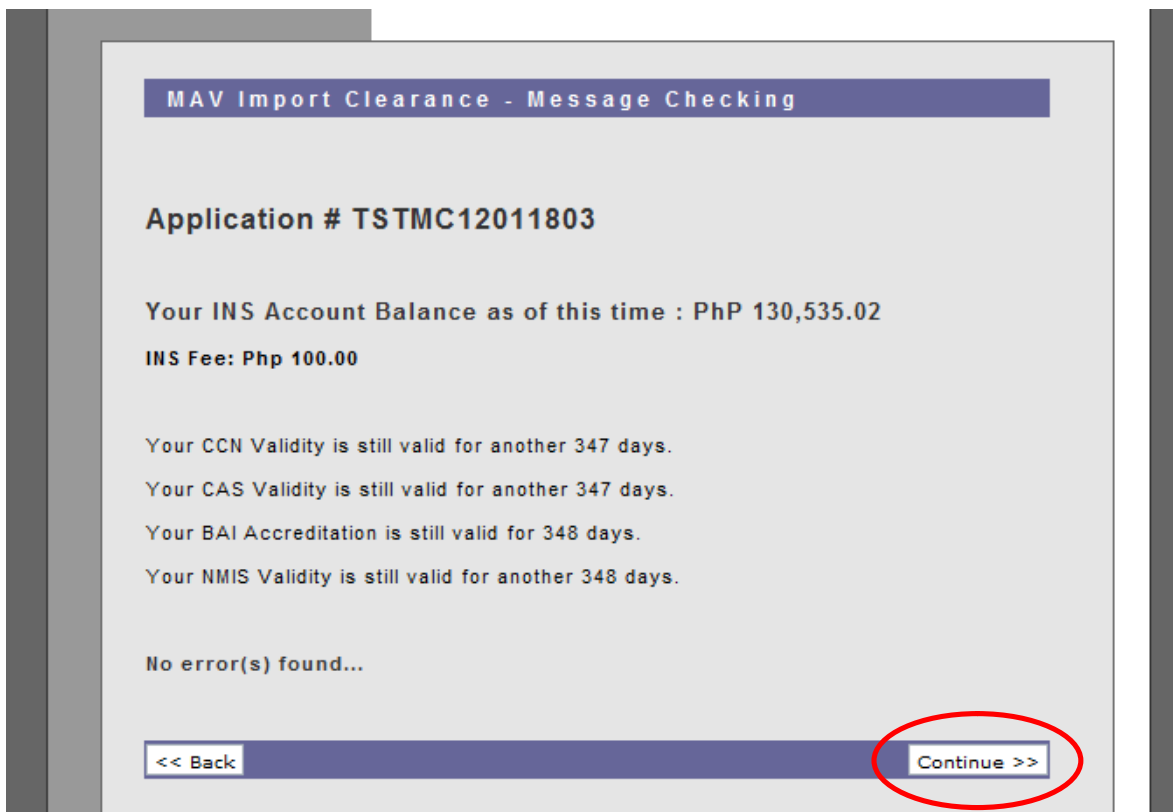
After all two documents have been attached, Click **Submit**.



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