# 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**
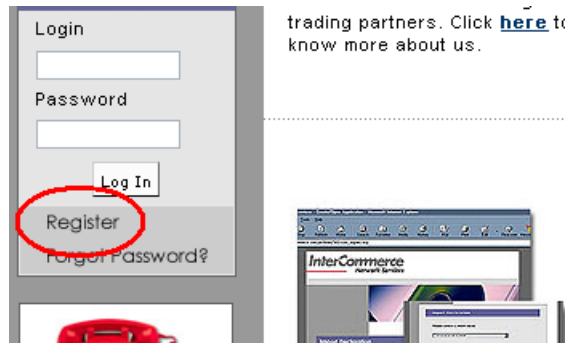
    

    c.  Fill up all the necessary details. Select **Submit.**

    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](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*

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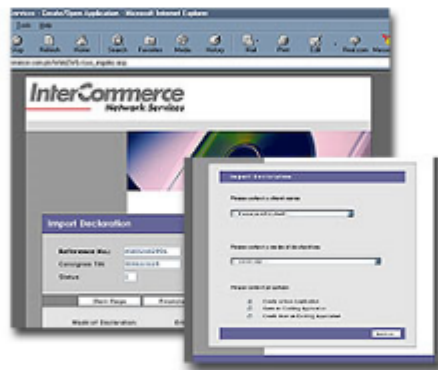
- **Memorize your Password**. Do not write it anywhere.
- If you need to share your account with another person, update password immediately afterwards.
- Always select **NO** when being asked by Windows about saving password options.

## Section 3 - Preparing SPS Clearance

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



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

**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/Anthelmentic
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**

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## 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.**

| 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)*

> Click … to select saved data for Exporter Information

**Exporter / Supplier Information**

Name: 

Address: 

**Manufacturer Information**

Name: 

Address: 

Establishment Number: 

**Broker Information**

Name: 

Address: 

Broker's TIN: 

> **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.
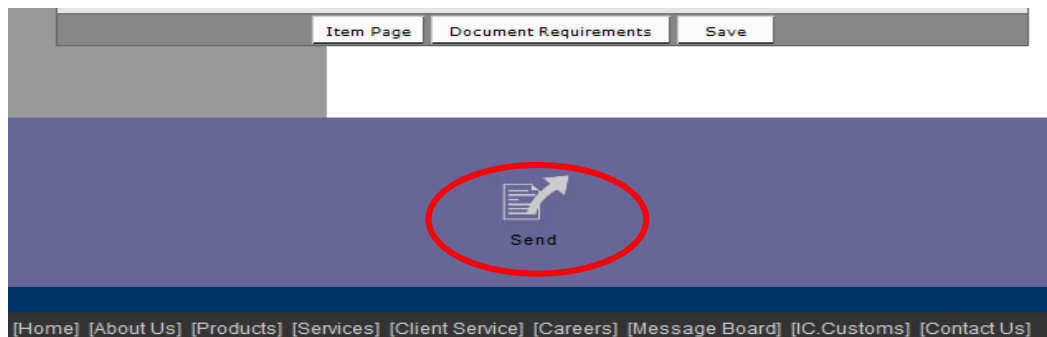


The Message Checking Window will appear with the balance information, accreditation with the agency, CAS and CCN Validity. Select the Continue button to send your SPS Clearance application to DA.

**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.
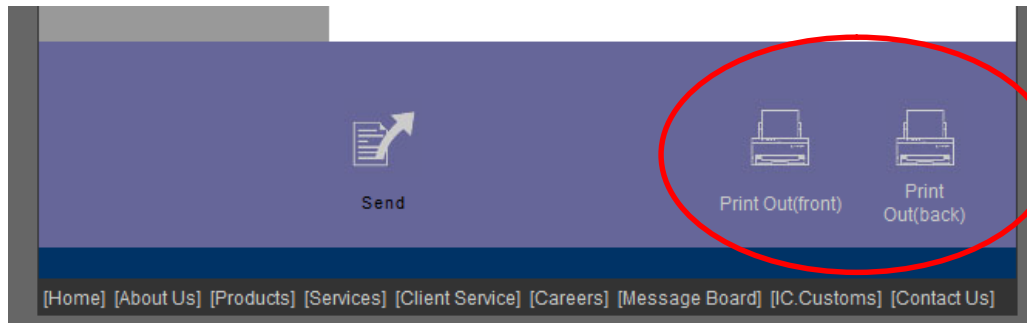


The SPS Clearance window will appear. Right click on the document displayed to view the available options.

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.