



# **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

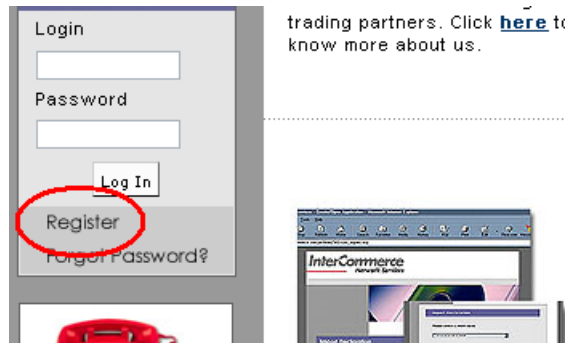
### ***System Requirement***

- 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.



### 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!

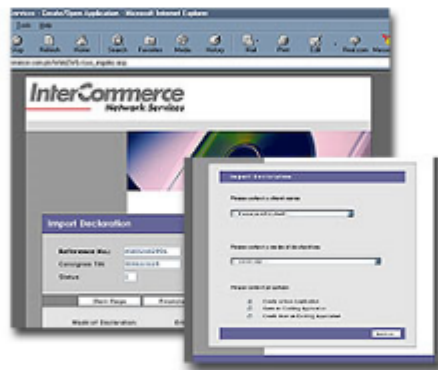
- **Memorize your Password.** Do not write it anywhere.
- If you need to share your account with another person, update password immediately afterwards.
- Always select **NO** when being asked by Windows about saving password options.

### 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

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 (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:
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

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.

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. [X]

| 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.



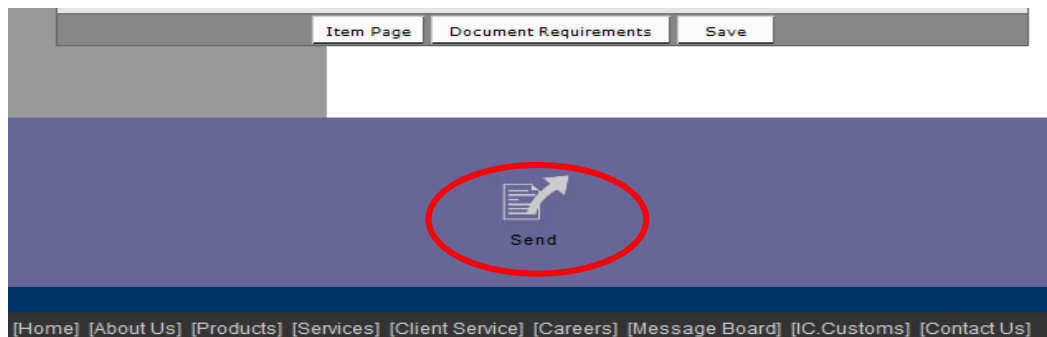
The screenshot shows a web browser window with the address bar displaying "intercommerce.com.ph" and the URL "https://www.intercommerce.com.ph/WebCWS/cws\_attachedfiles2.asp?tim=no". The main content area has two sections: "1. Proforma Invoice:" and "2. Others:". Each section contains a text input field 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

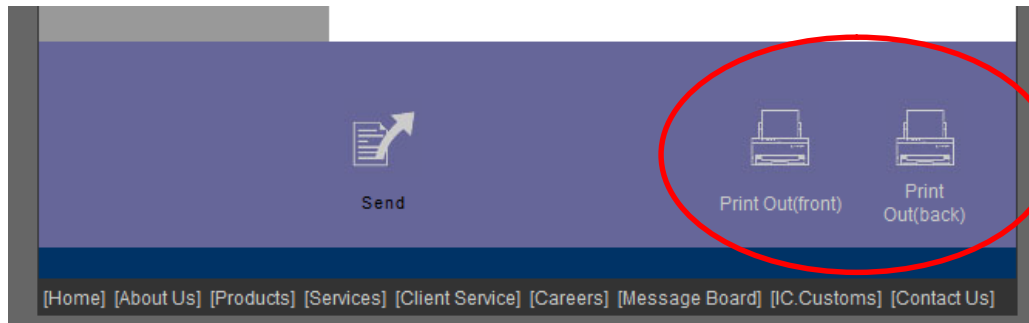
Application # TST10080901

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<br>Department of Agriculture<br>BUREAU OF ANIMAL INDUSTRY |   | <h2>SPS Import Clearance</h2>     |  |
| This SPS Import Clearance is good for a single shipment only                      |  |   |   |                                   |  |
| 1. SPS Import Clearance No.<br>TSTD1015003  |  | 2. Place Issued<br>QUEZON CITY  |   | 3. Date Issued                    |  |
| 4. Must Ship Out by Date  |  |   |   |                                   |  |
| 5. Name of Importer<br>Test Importer  |  |   | 6. Business Address of Importer / Handler / Company<br>add add2 |                                   |  |
| 7. TIN<br>333333333   |  | 8. Contact No.<br>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<br>dole package foods                             |  |   | 13. Address of Exporter   |                                   |  |
| 14. Country of Source<br>UNITED STATES  |  | 15. Country of Origin via<br>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\$)<br>100 |  |
| 27. Port of Entry (Indicative)<br>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.