

**Bureau of Plant and Industry**  
**(BPI)**  
*SPS Import Clearance*  
*User's Manual*

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## **Section 1 - Introduction**

The WebCWS is a web based application that enables authorized users to remotely file and process the SPS Import Clearance Application, Electronic Request for Inspection with DA and Import Declarations with Bureau of Customs.

The WebCWS application allows you to:

- Prepare and submit the Electronic Request for Inspection (e-RFI);
- 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; Google Chrome; Safari
- Flash Player (per browser plug-in)
- Microsoft Excel (Optional for reports)
- Microsoft compatible printer / PDF compatible printer

## Section 2 – Getting Started

### Online Registration

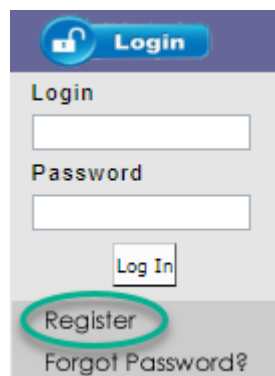
WebCWS account.

- a. To register an account, go to

<https://www.intercommerce.com.ph/login.asp?home=HOME>



- 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 ([helpdesk@intercommerce.com.ph](mailto:helpdesk@intercommerce.com.ph)) indicating the **Username or Login Name** that you registered online.
- WEBCWS IMPORTER REGISTRATION FORM
  - INFORMATION SERVICES AGREEMENT
  - BPI LIST OF IMPORTABLES
  - IMPORTER SHOULD BE INCLUDED IN THE LIST OF ACCREDITED IMPORTER ENDORSED BY BPI.

Please download the INS Enrollment form (WebCWS Importer Registration Form) 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>



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 'Login' button, a text box for 'BPI' (Login Name), a text box for 'Password', and a 'Log In' button. Below the login section are links for 'Register' and 'Forgot Password?'. A blue callout box with arrows pointing to the BPI and Password fields contains the text: 'Enter Login Name and Password (**not case sensitive**)'. The main content area features a banner for 'WebCWS' with a person holding a tablet. The banner text includes: 'Certificate of Origin', 'Data Warehouse', 'Single Administrative Window', 'EDI Messaging', 'Customs Declaration', and 'Permits & Customs'. Below the banner, the text reads: 'WebCWS Commerce Web-based Customs Declaration System. WebCWS makes the Customs entry and declaration process - FAST and EASY! Anytime, anywhere. Customs brokers who are always on the go, can now prepare import entry declarations in Internet cafes, in the office of importer clients or in their own offices. Investment in software'.

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.

..... LOGOUT ►

Welcome to the Members' Page! Please select a module.

Select to Log-out of the system



**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.

Select **Department of Agriculture** to begin SPS Clearance lodgments



**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 Account

**SPS Manual**  
**MAV Manual**

Download our latest SPS and MAV manual here

## Resetting Passwords

To reset your password, the authorized users need to email us requesting to reset their password together with an attached company/government ID. The request should include the username, Company or Individual's name. Emails should be sent to **helpdesk@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 1.4.23 Main menu. Please select from the options below.

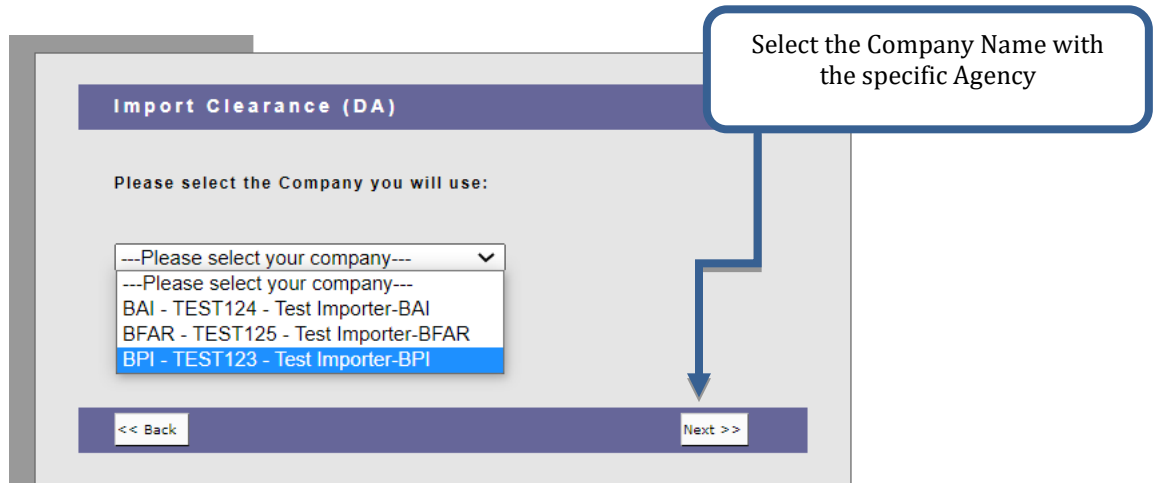


Please select an action:

- Create/Open SPS Clearance for DA
- View DA Importables
- View ePhyto Certificates
- Broker Nomination for eRFI
- Go Back to Main Menu

Submit

Click Create/Open then  
click Submit to continue.



**Import Clearance (DA)**

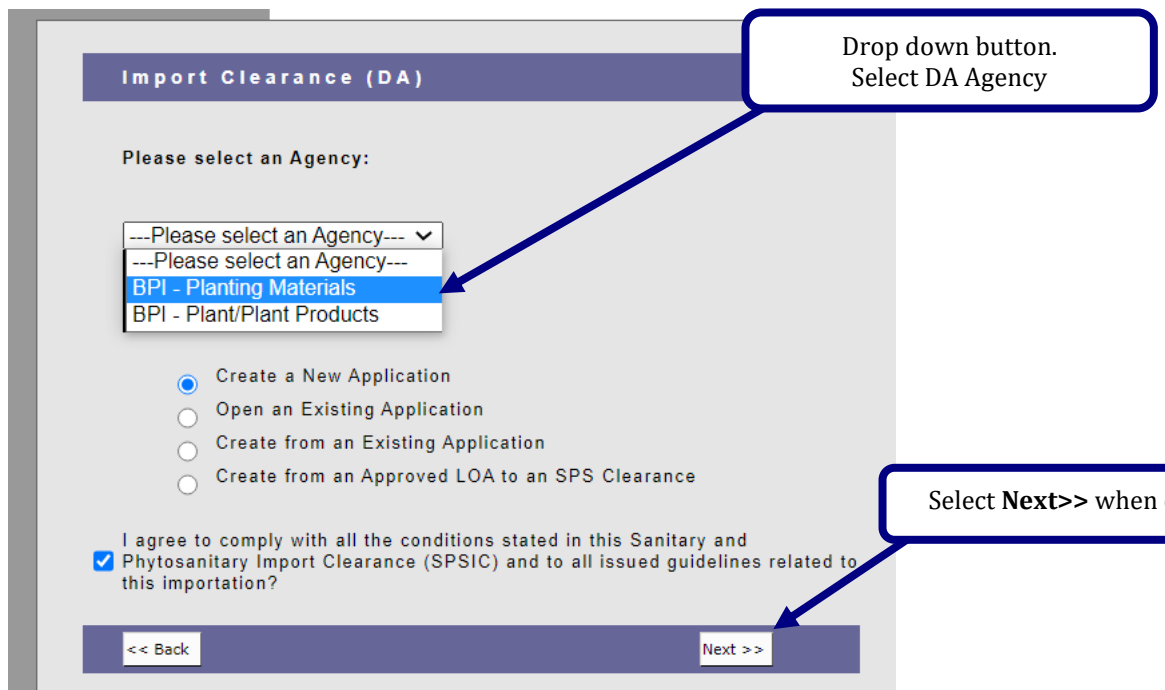
Please select the Company you will use:

---Please select your company---

- Please select your company---
- BAI - TEST124 - Test Importer-BAI
- BFAR - TEST125 - Test Importer-BFAR
- BPI - TEST123 - Test Importer-BPI**

<< Back Next >>

Select the Company Name with the specific Agency



**Import Clearance (DA)**

Please select an Agency:

---Please select an Agency---

- Please select an Agency---
- BPI - Planting Materials**
- BPI - Plant/Plant Products

Create a New Application

Open an Existing Application

Create from an Existing Application

Create from an Approved LOA to an SPS Clearance

I agree to comply with all the conditions stated in this Sanitary and Phytosanitary Import Clearance (SPSIC) and to all issued guidelines related to this importation?

<< Back Next >>

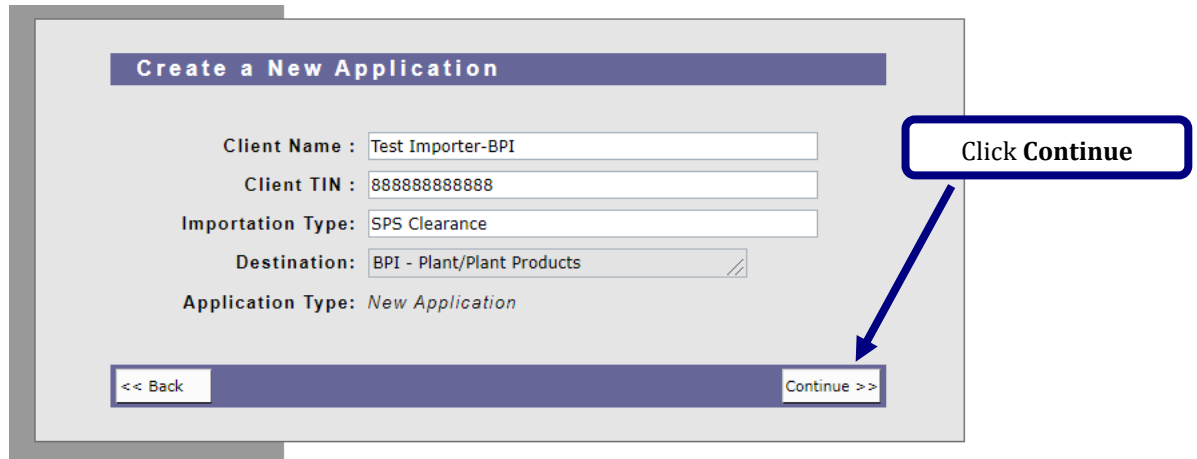
Drop down button. Select DA Agency

Select Next>> when done

Tick I agree to comply with all the conditions stated in this Sanitary and Phytosanitary Import Clearance (SPSIC) and to all issued guidelines related to this importation



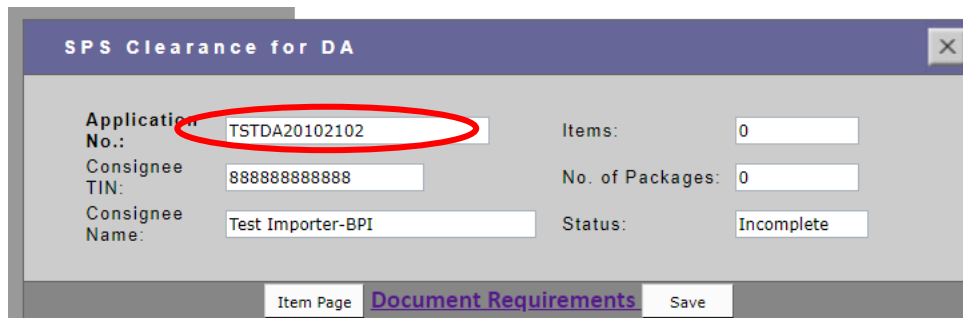
Select **Create a New Application** button and click **Next**. The **Create a New Application** window will appear with the following data:



The screenshot shows a web form titled "Create a New Application". The form contains the following fields and values:

- Client Name: Test Importer-BPI
- Client TIN: 888888888888
- Importation Type: SPS Clearance
- Destination: BPI - Plant/Plant Products
- Application Type: New Application

At the bottom of the form, there are two buttons: "<< Back" and "Continue >>". A blue callout box with the text "Click Continue" and an arrow points to the "Continue >>" button.



The screenshot shows a window titled "SPS Clearance for DA". The form contains the following fields and values:

- Application No.: TSTDA20102102 (circled in red)
- Items: 0
- Consignee TIN: 888888888888
- No. of Packages: 0
- Consignee Name: Test Importer-BPI
- Status: Incomplete

At the bottom of the window, there are three buttons: "Item Page", "Document Requirements", and "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 (AAADAYMMDDXX) Client Code, Year, Month, Day and series number.

## General Page

**SPS Clearance for DA**

Application No.:	TSTDA20102102	Items:	0
Consignee TIN:	888888888888	No. of Packages:	0
Consignee Name:	Test Importer-BPI	Status:	Incomplete

Item Page **Document Requirements** Save

Import Clearance to:

Date:   
Created:   
LOA Number:

Purpose of Importation:

Payment Procedure:

Quarantine Site:   
*(for Live Animals)*

Final Destination:   
*(for BPI and BFAR Importers)*

Cold Storage Warehouse:

Others:   
*(for other than Cold Storage Warehouse)*

**Exporter / Supplier Information**

Name:   
Address:

**Broker Information**

Name:  ...  
Address:

Broker TIN:

**Mode of Shipment, Country of Source, Port of Entry**

Mode of Shipment:

Country of Source:

Port of Entry:

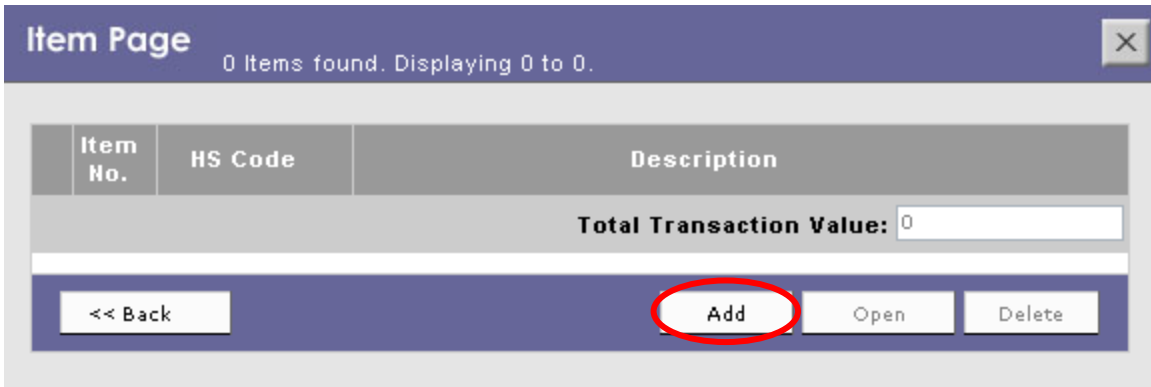
Item Page **Document Requirements** Save

White fields are required to be *filled out* before the clearance can be saved.

## Item Page

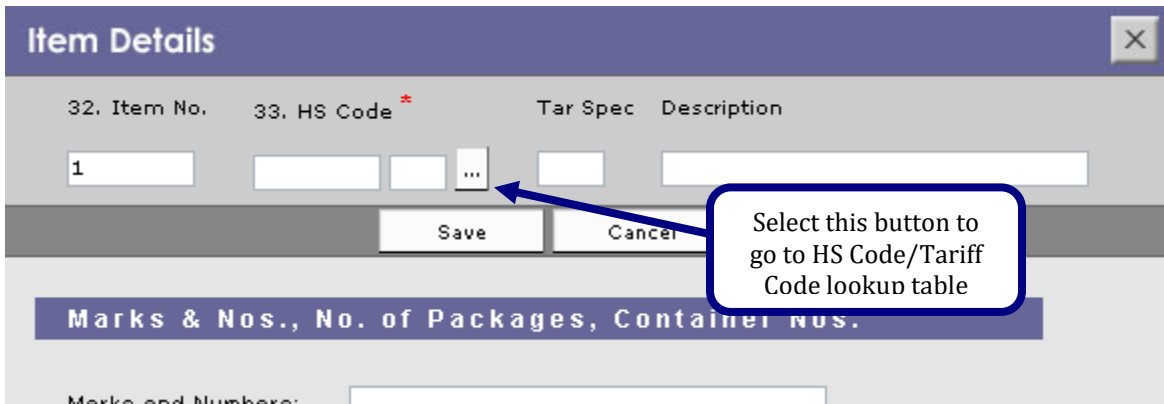
Select Item Page from the General Page. The Item Page summary window will appear.

Allowable items: Maximum of **10 items, same purpose, same supplier/manufacturer and same country of Origin per SPS IC application**

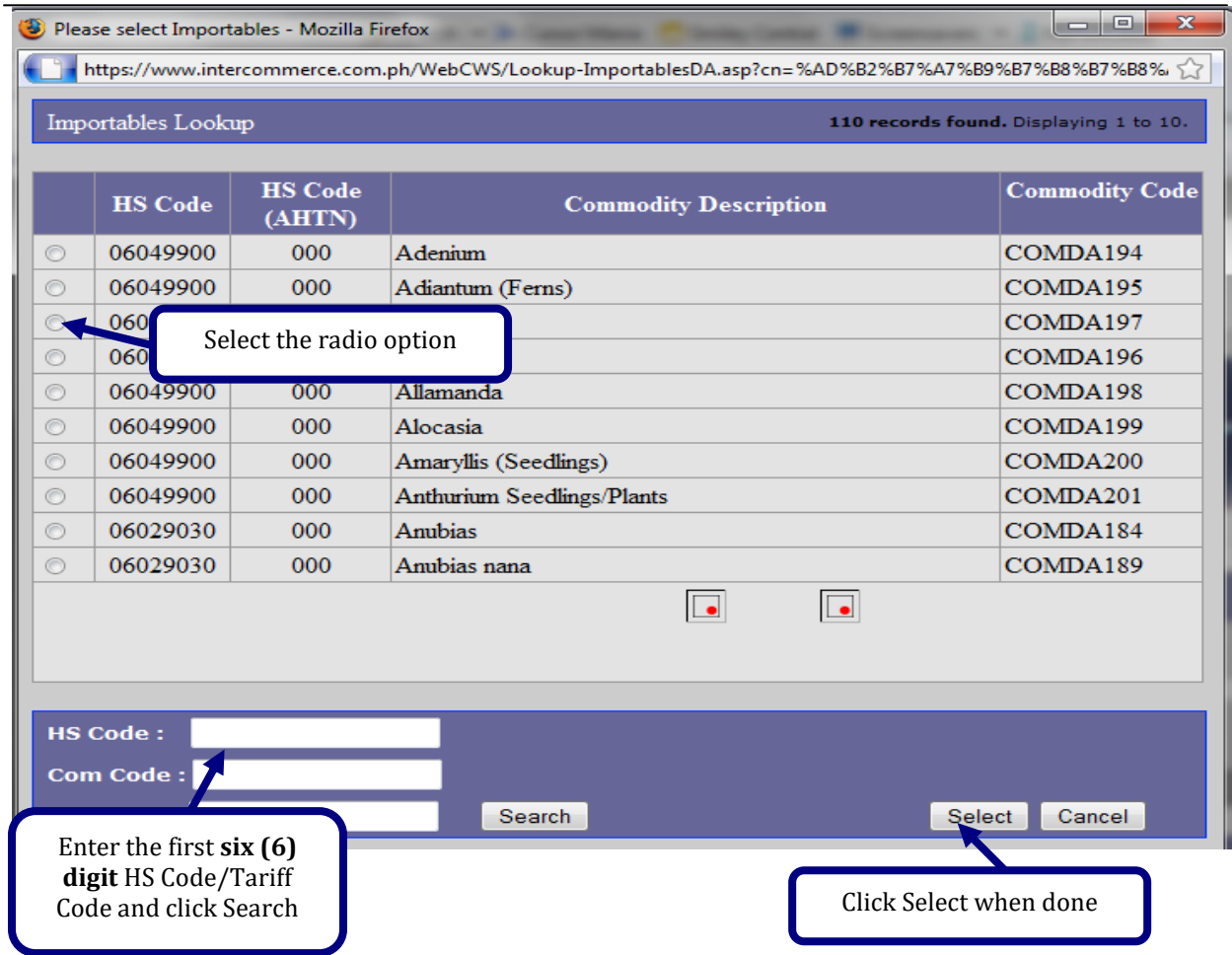


*Item Page - Summary Window*

Select **Add** button to go to the Item Details page



*Item Details*



The screenshot shows a web browser window titled 'Please select Importables - Mozilla Firefox'. The address bar contains a URL from 'www.intercommerce.com.ph'. The main content area is titled 'Importables Lookup' and displays a table with 110 records found. The table has four columns: 'HS Code', 'HS Code (AHTN)', 'Commodity Description', and 'Commodity Code'. The first few rows are: Adenium (COMDA194), Adiantum (Ferns) (COMDA195), 060 (COMDA197), 060 (COMDA196), Allamanda (COMDA198), Alocasia (COMDA199), Amaryllis (Seedlings) (COMDA200), Anthurium Seedlings/Plants (COMDA201), Anubias (COMDA184), and Anubias nana (COMDA189). Below the table are two checkboxes. At the bottom, there are input fields for 'HS Code' and 'Com Code', a 'Search' button, and 'Select' and 'Cancel' buttons. Three callout boxes provide instructions: 'Select the radio option' points to a radio button in the table; 'Enter the first six (6) digit HS Code/Tariff Code and click Search' points to the 'HS Code' input field; and 'Click Select when done' points to the 'Select' button.

	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"/>	060			COMDA197
<input type="radio"/>	060			COMDA196
<input type="radio"/>	06049900	000	Allamanda	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

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 radio button and click the **Select**.

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.

**Item Details:**

**Quantity and Weight**

Quantity:   
unit of measurement:   
Weight:  KG (1 Metric Ton = 1000 Kgs)  
Total Number of Doses:

**Goods Description**

Tolerance:   
Description:

**Proforma Invoice**

Proforma Invoice:

**Country and Place of Origin**

Country of Origin via:   
*(transshipment port of supplier not of vessel)*  
Place of Source:   
*(based on manufacturer's country of source)*

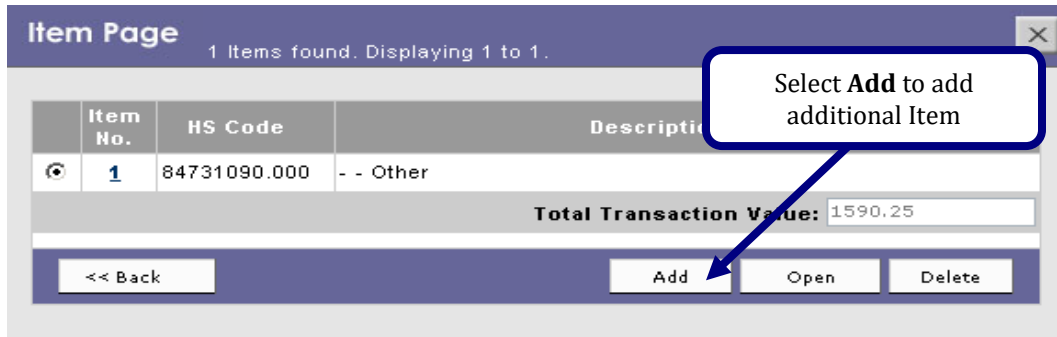
**Airway Bill, Transaction Value**

Airway Bill / Bill of Lading:   
Value Type:   
Amount:

Country of Origin and Place of Source are automatically field up depending on the details in the uploaded List of Importables. The field is not editable.

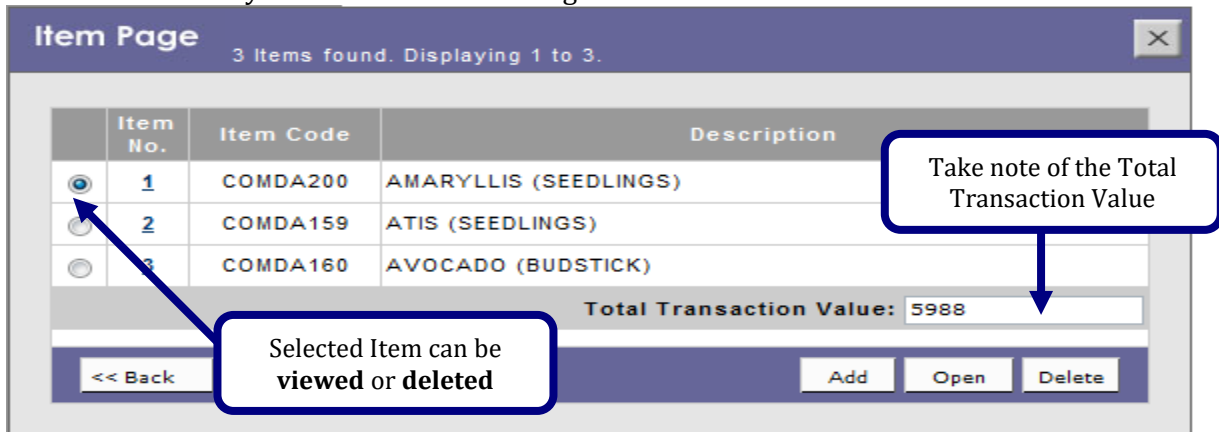
### Adding Multiple Items

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*

### Document Requirements

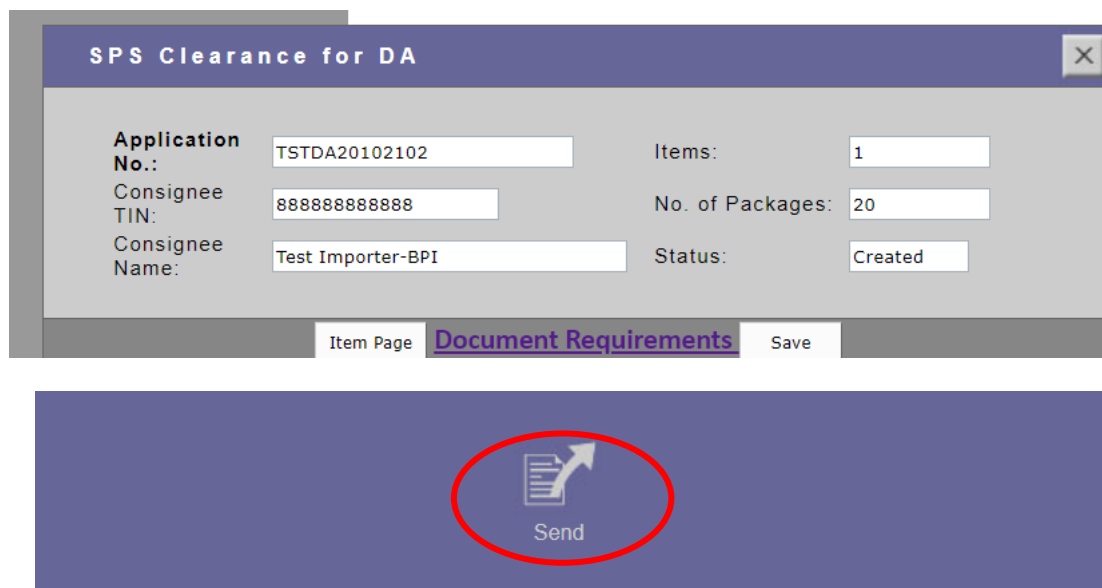
Attach the Proforma Invoice and Certificates.



*Documents must be in JPEG or PDF File.*

### **Section 4 – Sending the SPS Import 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. This also indicate the Validity date of BPI Accreditation. Select I Agree and the Continue button to send your SPS Clearance application to DA.

**SPS Clearance for DA - Message Checking**

**Application # TSTDA20102102**  
Your DA Account Balance as of this time : Php 93700.00  
Your INS Account Balance as of this time : Php 9000000772001.00  
IC Fee: Php 300.00  
INS Fee: Php 55.00  
Your Accreditation has 1166 days left.  
Your CCN Validity has 1166 days left.  
Your CAS Validity has 1166 days left.

**CERTIFICATION**

I hereby certify that I am duly authorized by the importer/company to submit the electronic SPS Import Clearance application to the respective agency of the Department of Agriculture, using my unique UserID and Password, and that the electronic data and other information contained in the said application are true and correct. Likewise, in accordance the rules on electronic evidence pursuant to the RA 8792 - The eCommerce Act, and other applicable government rules and regulations, I am aware that any false statement or misrepresentation in this electronic SPS Import Clearance application shall be subject to sanctions and penalties as may be imposed by Department of Agriculture and/or its agencies.

I Agree  
 I Disagree

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**

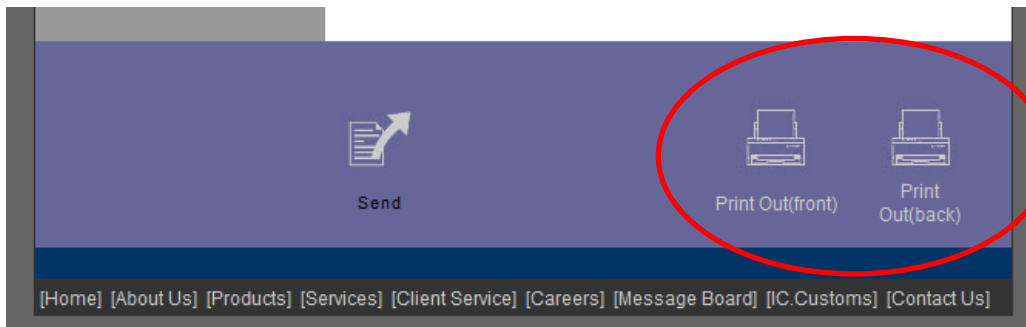
**Application # TSTDA20102102**  
is now UNDERREVIEW. The amount of Php -300.00 was debited from your DA account and Php 55.00 from your INS Account.

<< Back


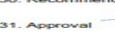
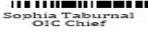

**Section 5 – Printing the SPS Clearance**



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.



Select the Print option to print the document.

 Republic of the Philippines Department of Agriculture BUREAU OF PLANT INDUSTRY		<h2 style="text-align: center;">SPS Import Clearance</h2>			
This SPS Import Clearance is good for a single shipment only					
1. SPS Import Clearance No. <b>ICDABPII71111111</b>	2. Place Issued <b>QUEZON CITY</b>	3. Date Issued <b>3/5/2018</b>	4. Must Ship Out by Date <b>3/5/2018</b>		
5. Name of Importer <b>Test Importer</b>		6. Business Address of Importer / Handler / Company			
7. TIN <b>001588139000</b>	8. Contact No. <b>0458934092</b>				
9. Name of Manufacturer / Producer / Plant		10. Business Address of Manufacturer / Producer / Plant			
11. Establishment No. of Manufacturer / Producer / Plant		<b>Test Address</b>			
12. Name of Exporter / Supplier <b>Test Exporter</b>		13. Address of Exporter / Supplier			
		<b>Test Address</b>			
15. Country of Origin <b>CHILE</b>		16. Place of Origin <b>Test Address</b>			
Processing					
21. Generic Common Name 22. Scientific / Chemical Name <b>4408900000</b>		23. Description / Specification / Classification <b>RADIATA PINE LUMBER</b>		24. Quantity & Unit of Measure <b>55 BUNDLE / 151098 Kilogram</b>	25. Allowable Tolerance (% of qty)
					26. Total Value(FOB USD)
27. Port of Entry (Indicated) Port of Subic					
28. Quarantine Site for live plants / animals / fish			29. Final Destination / Warehouse / Cold Storage / Plant		
30. Recommending Approval		32. Authentication			
31. Approval  <b>George Y Culastre</b> OIC Director		 <b>Sophia Tabernal</b> OIC Chief		NSW Reference No. : 	

Select to **Print** 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