



REPUBLIC OF THE PHILIPPINES
Department of Finance
BUREAU OF CUSTOMS
Management Information Systems Technology Group (MISTG)



May 20, 2010

MEMORANDUM

To : All District Collectors
VASPs
All Concerned Arrastre, Airport Warehouse, and CY-CFS Operators
All Other Concerned

Subject : **Shipment Release Process Using Temporary Transit Shed Code**

In connection with the continuing implementation of the e2m Phase 3 Import Assessment System (IAS) in all ports and sub-ports nationwide, this memorandum is hereby issued to define the relevant procedures that shall be followed in order to process the release of shipments using a Temporary Transit Shed Code.

I. Purpose

The Transit Shed Code is a mandatory information that brokers have to declare in the Single Administrative Document (SAD) to represent the cargo storage facility (e.g. Arrastre, Airport Warehouse, CY-CFS, etc.) from where the shipment will be released to its consignee. The Transit Shed Code is assigned to the cargo storage facility operator upon its accreditation and registration in the Client Profile Registration System (CPRS).

However, there are ports and sub-ports where there is no CPRS-registered cargo storage facility operator. There are also instances when the CPRS registration of an operator takes time to complete. In cases such as these, brokers are unable to lodge import entries due to unavailability of valid Transit Shed Code. In this regard, it is necessary to provide temporary Transit Shed Code to allow brokers to lodge proper SAD entries while codes corresponding to actual storage facilities in a port/sub-port are still non-existent.

II. Applicability

The use of Temporary Transit Shed Code shall only be allowed in a port/sub-port under the following circumstances.

1. There is no commercial cargo storage facility in the port/sub-port; or
2. At least one cargo storage facility in the port/sub-port is not yet CPRS-registered.

The moment the conditions above become inapplicable, the use of Temporary Transit Shed Code in a port/sub-port shall be immediately prohibited, without requiring the issuance of a separate memorandum.

III. Creation of Temporary Transit Code

BOC-MISTG shall define in the e2m System one Temporary Transit Shed Code for each port/sub-port that satisfies the conditions listed under Section II. The created codes shall be disseminated to the Values Added Service Providers (VASP), who shall be responsible to inform their broker clients.

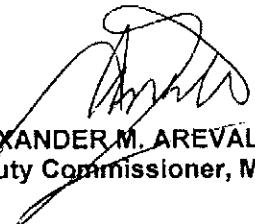
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IV. Entry Declaration and Cargo Release Procedure

The following procedure shall be followed in case the cargo storage facility where the shipment is to be released is not registered in CPRS.

1. During lodgment of entry, the broker shall encode in Box 27 (Location of Goods) of the SAD the Temporary Transit Shed Code assigned to the concerned port/sub-port.
2. After the Payment Confirmation is sent by the Authorized Agent Bank (AAB), the broker shall print the Statement of Settlement of Duties and Taxes (SSDT) of the paid entry through the system of his VASP. If due to any systems technical problem, the VASP failed to receive the SSDT from the BOC e2m System, the broker shall request the Principal Appraiser (PA) who assessed the entry to print the SSDT.
3. The broker shall present to the authorized Cash Division personnel of the port/sub-port the printed SSDT together with the other pertinent documentations of his paid entry.
4. The Cash Division personnel shall check the status of the entry in the e2m System and shall confirm that the entry has been paid.
5. Upon confirmation of paid status, the Cash Division personnel shall search and retrieve from the e2m Online Release System (OLRS) the release instruction message which corresponds to the paid entry. In order to allow the system to efficiently search the release message, the Cash Division personnel should encode all of the following information as search filter criteria.
 - a. Entry Declaration Number
 - b. House Bill of Lading Number
 - c. Transit Shed Code (i.e. Temporary Transit Shed Code assigned to the concerned port/sub-port)
6. The Cash Division personnel shall print the retrieved online release message, sign the printed document and transmit it to the office of the District Collector or his/her authorized representative in the port/sub-port.
7. Based on the printed online release message signed by the Cash Division personnel, the District Collector or his/her authorized representative shall approve the manual release of the shipment.
8. The District Collector or his/her authorized representative shall sign the printed online release message and, if possible, affix to it other distinguishing marks such as stamp or dry seal to further secure the document's authenticity.
9. The District Collector or his/her authorized representative shall officially transmit to the concerned cargo storage facility the signed online release message together with the other documents pertaining to the entry for which release of corresponding cargo is being authorized.
10. Upon receipt of the printed online release message duly signed by the District Collector or his/her representative, the cargo storage facility shall verify the authenticity of the received documents prior to releasing the cargo described therein.

For immediate implementation.



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