

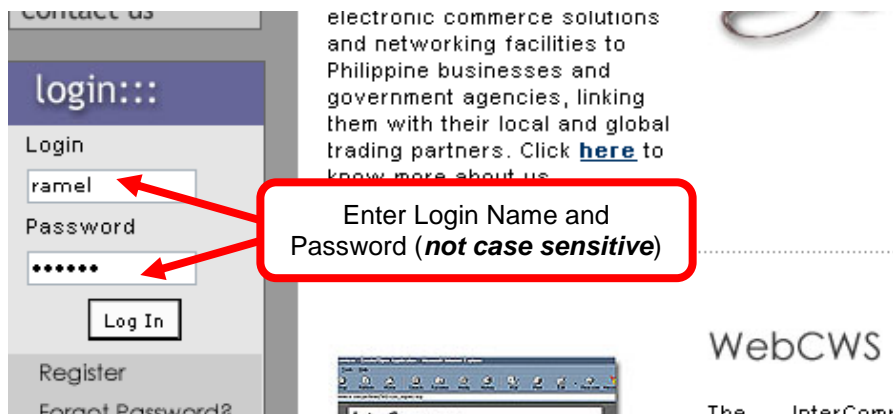


# **WebCWS for IED**

***USER'S MANUAL***

## Logging in to the InterCommerce Website

In the address bar, enter <http://www.intercommerce.com.ph>



If Username and password are 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.

The **Account Info** link lets you update user's data and password (Fig 2.6). Since all **usernames** and **passwords** are *not case sensitive*, it will be the user's responsibility to regularly update and secure their password. If you think that somebody is using or accessing your account, please contact InterCommerce (by email or fax) immediately to freeze your account.

### Resetting Passwords

To reset your password, the authorized user or broker needs to fax a formal letter (fax# 843 6180) requesting for a password change. The letter should include the username, Broker's name, TIN, CAS #, company name (if applicable), contact details and a scanned copy of any Valid Identification (ID). The new password will be sent to the registered email address of the user's account.

**Note:** Valid ID's can be Company ID, PRC ID, Driver's License, SSS/TIN ID

### Password Security

In order to protect the account owner from unauthorized use, proper precautions should be followed when accessing your account (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 asked by Windows about saving password options.
- Follow these steps to clear the windows password cache in your browser:

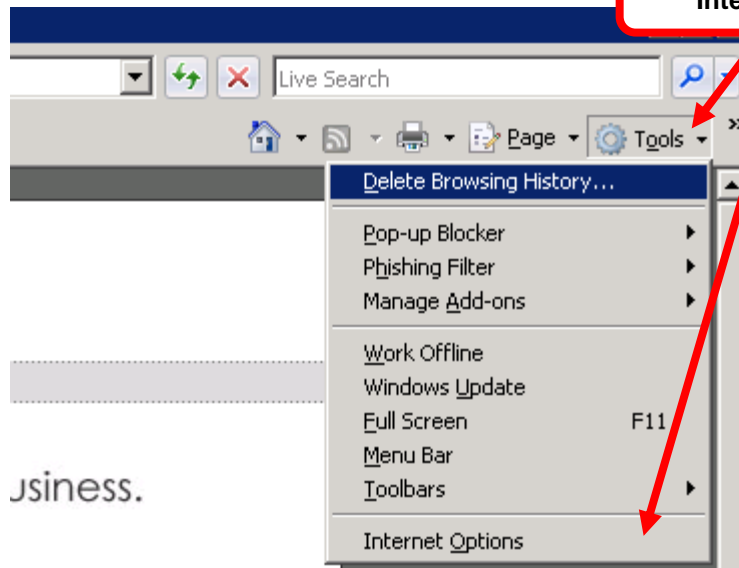
### For Internet Explorer (IE 6 sp1)

The screenshot shows the Internet Options dialog box in Internet Explorer 6 SP1. The 'Content' tab is selected. The 'AutoComplete Settings' sub-dialog is open, showing the 'Clear Passwords' button highlighted. Red callout boxes with arrows point to the 'Tools' menu, the 'Content' tab, and the 'Clear Passwords' button.

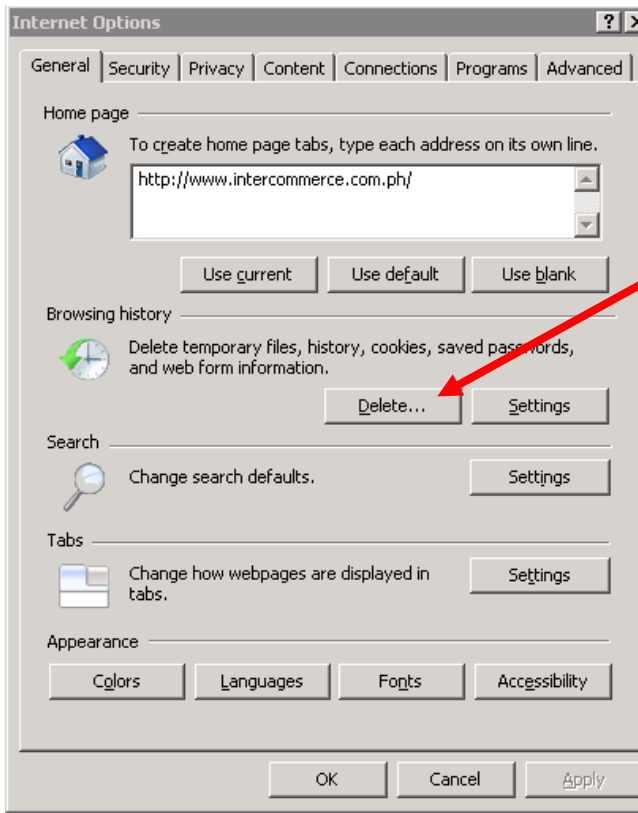
**Select Tools, Content then AutoComplete**

**Select Clear Passwords**

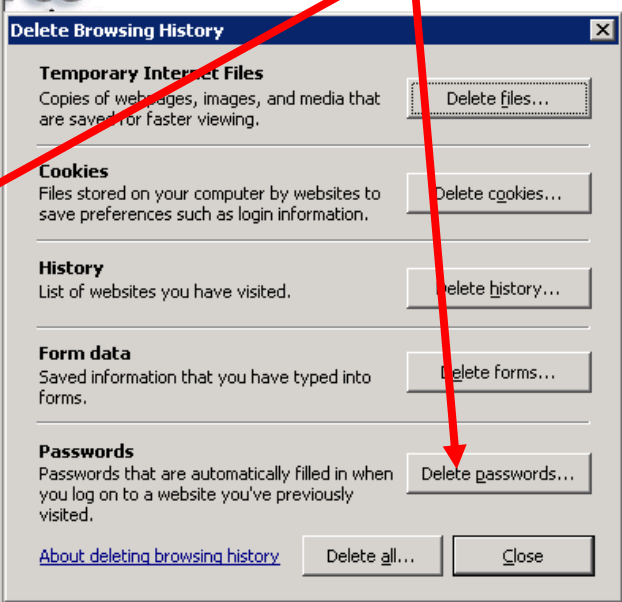
## For Internet Explorer (IE 7)



Select **Tools**, then **Internet Options**



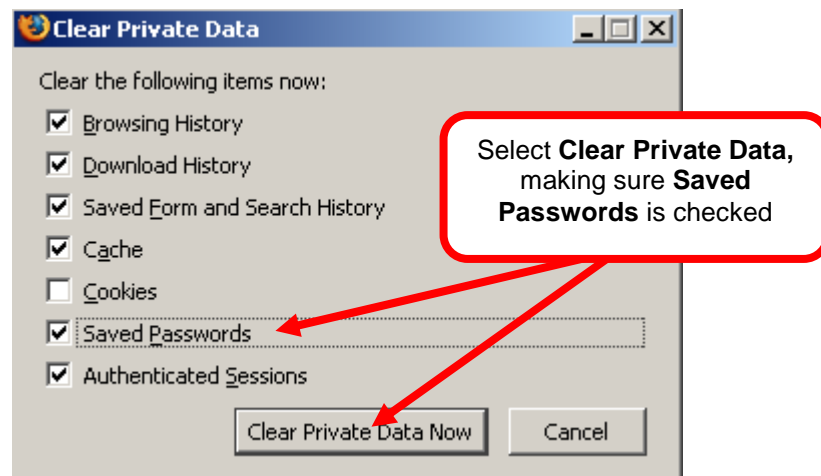
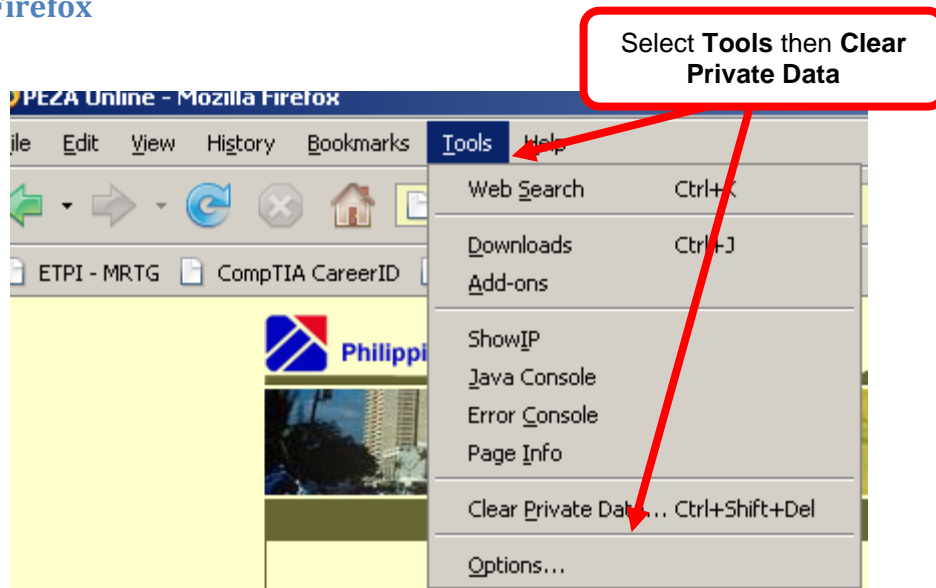
Select **Delete**, then press **Delete passwords**



WebCWS

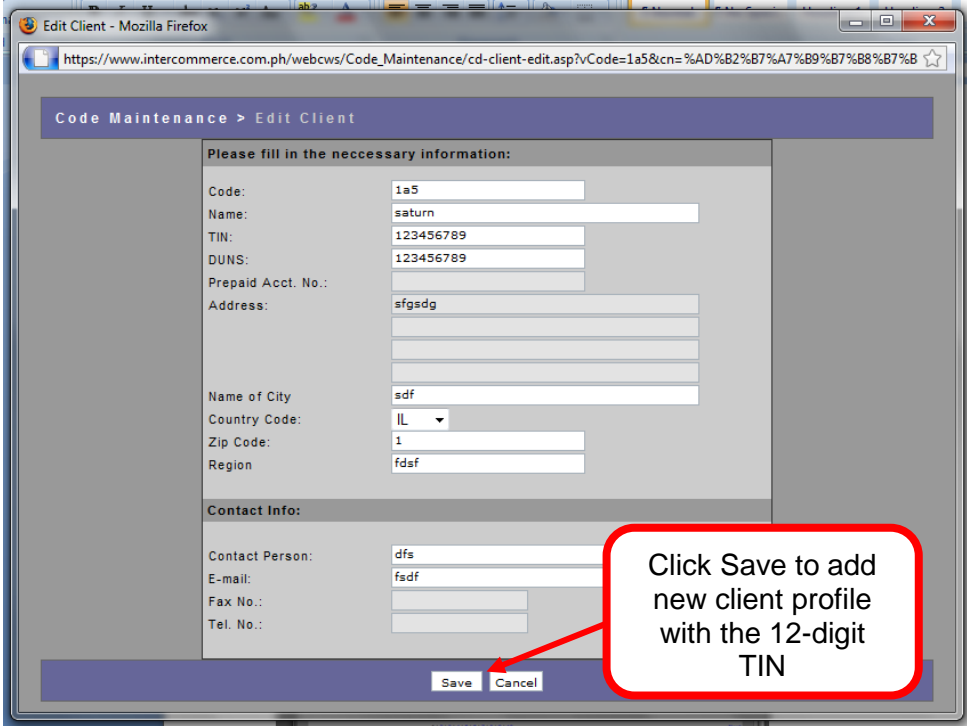
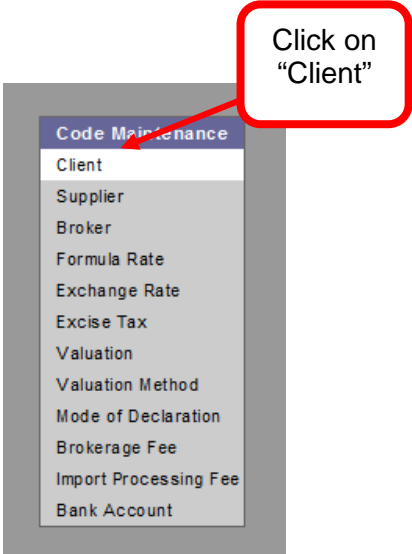
The InterCommerce Web-based  
Customs Declaration System or

## For Mozilla Firefox



# Preparing Import Entry Declaration for LC Opening under e2m

Since the e2m System uses the 12 digit TIN, another profile must be created for all your Consignees in the **Client Code Maintenance (Using the details in their approved CPRS such as 12-Digit TIN Numbers, Complete Company Name & Complete Address)**



In the WebCWS Main Menu, select **Create/Open Import Declaration** button then Click the **Submit** box (Fig 4.1).

The screenshot shows a web application interface. On the left is a sidebar titled "Data Maintenance" with a list of menu items: Bank Names, Country & Origin, Currency, HS Codes, Mode of Declaration, Transshipment, Office of Clearance, Warehouse, and List of Importables. To the right is a form titled "Please select an action:" with five radio button options: "Create/Open Import Declaration" (selected), "Create/Open eTAP for CDC", "Create/Open eTAP for SBMA", "Create/Open Import Permit for PEZA", and "Go Back to Main Menu". A "Submit" button is located below the radio buttons.

In the next window, select a **Client** from the drop down menu.

The screenshot shows a window titled "Import Declaration". Below the title bar is the text "Please select a client name:". A dropdown menu is open, displaying a list of client names. The first item is "12 COMPANY INC - (CHI)", which is highlighted in blue. Below it is a separator line with the text "—Please select a Client—". The list continues with: ALLEN SANTOS - (tet), AMERTRON - (000), Arvin International Marketing Inc. - (yen), aspac - (w1w), BOBBY O. LADERAS ENTERPRISES - (BOB), BOY SCOUTS OF THE PHILS - (p8G), CARBON - (CO2), CEBU FAR EASTERN DRUG, INC. - (MOK), cfs - (i08), CHI HSING - (CH9), davao corrugated carton corp. - (r8t), Davao Light & power Copany - (psj), DOLE PHILIPPINES - (DS1), dsfjsdf - (xx0), DUMAGUETE COCONUT MILLS, INC. - (8DC), ERNEST C. ATIM INC. - (E29), eURO CB - (ZNB), and Excel Coil Coating Corp. - (lhs). A red arrow points from a red-bordered callout box to the dropdown arrow. The callout box contains the text "Drop down button. Please select Client". At the bottom of the window are two buttons: "<< Exit" and "Next >>".

Select IED-4 Import Entry

**Import Declaration**

Please select a client name:

12 COMPANY INC - (CHI)

Please select a mode of declaration:

---Select One---

- Select One---
- (4 - 4) Clearance for Home Use
- (4E - 4) Entry for Home Use Via EDI
- (4ES - 4) Entry for home use via EDI Super Green Lane
- (5A - 5) Temp. import under bond
- (7-7) Imp. for Storage under Customs Control in a Customs Warehouse
- (7E - 7) Entry for Customs Warehousing Via EDI
- (7T - 7) Transshipment Shipment to Warehouse
- (7TE - 7) Warehousing Entry Previously Covered by a Transshipment
- (7W - 7) Transfer from Warehouse to Another Warehouse
- (7WE - 7) Bonded to Bonded Warehousing Entry Declaration
- (8 - 8) Transshipment
- (IED - 4) Import Entry Declaration**

<< Exit Next >>

Dropdown Menu. Please select **(IED-4) Import Entry Declaration**

Select **Create a New Application** button and click **Next**.

**Import Declaration**

Please select a client name:

12 COMPANY INC - (CHI)

Please select a mode of declaration:

(IED - 4) Import Entry Declaration

Please select an action:

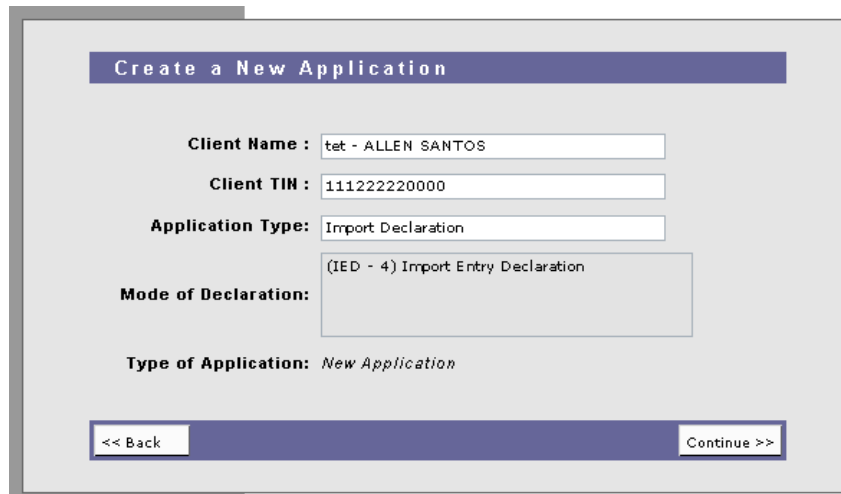
- Create a New Application
- Open an Existing Application
- Create from an Existing Application
- Create from an Existing CDC eTAP Application
- Create from an Existing SBMA eTAP Application
- Create from an Existing PEZA IP Application

<< Exit Next >>

Select **Next>>** when done



The **Create a New Application** window will appear with the following data:



The screenshot shows a window titled "Create a New Application" with the following fields and values:

- Client Name :** tet - ALLEN SANTOS
- Client TIN :** 111222220000
- Application Type:** Import Declaration
- Mode of Declaration:** (IED - 4) Import Entry Declaration
- Type of Application:** *New Application*

At the bottom of the window, there are two buttons: "<< Back" and "Continue >>".

If all the details are correct, select **Continue** to proceed.

**Import Clearance – General Page**

The screenshot shows the 'Import Declaration' form with the following fields and callouts:

- Reference No.:** tet09102101 (Callout: A Reference number will be generated for this transaction)
- Consignee TIN:** 111222220000 (Callout: TIN numbers consist of 12 digits)
- Items:** 0
- Consolidated Items:** 0
- No. of Packages:** 0
- Mode of Declaration:** (IED - 4) Import Entry Declaration
- Office of Clearance:** Port of Manila (Callout: Where the shipments commonly arrived/discharge.)
- Manifest No.:** ADVANCE (Callout: Since there was no Manifest yet, put ADVANCE)
- Date of Arrival:** [Dropdown] , 2009 [Dropdown]
- Exporter/Supplier Information:**
  - Name:** abc corp
  - Address:** nagoya, japan

The **Reference number** will only be stored in the system when the Import declaration is saved for the first time. The format is **(AAAYMMDDXX)** Client Code, Year, Month, Day and series number.

**All required fields must be filled out before the declaration can be saved.**

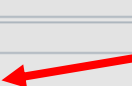
Since details for Manifest Number, Office of Clearance and Date of Arrival are still unknown at the time of the filing of the IED you may input any data for the said fields as per example below. However, the net duty payable must be paid within the IED validity period which is seven days reckoned from the date the payment instruction is generated by the system.

DATA FIELD	SAMPLE DATA
Office of Clearance	Port of Manila or Manila International Container Port
Manifest No.	"Advance" or "1"
Date of Arrival	Estimated Date of Arrival.

**Broker/Att. - in Fact**

Name:  ...

Address:

Broker's TIN:  Brokers Tin also is 12 digits 

---

**Vessel/Aircraft ID, Registry No., Local Carrier**

Vessel/Aircraft ID:

Registry No:

Local Carrier:

---

**Country of Export, T/W or W/S Entry No.**

Country of Export:  ▼

T/W or W/S Entry No.:

---

**Ports, Location of Goods**

Transshipment Port:  ▼

Port of Destination:  ▼

Location of Goods:  ▼

If Port of Destination is Port of Manila, Location of Goods should be S01. For Manila International Container Port, Location of Goods should be S03.

## Item Page

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

Item No.	HS Code	Description
----------	---------	-------------

Total Transaction Value:

<< Back    Add    Open    Delete

*Item Page - Summary Window*

32. Item No.	33. HS Code *	Tar Spec	Description
1	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save    Cancel

Marks & Nos., No. of Packages, Container nos.

Marks and Numbers:

*Item Details*

Once the **HS code Lookup** window will appears, you can begin searching for the required HS Code/Tariff Heading by entering the first six (6) digits in the search field.

If the **UOM** (unit of measurement) column has a PCE, MTK, LTR and others, the supplementary unit is mandatory.

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 then **save**. Once successfully saved, the **Item Summary** page will appear.

Please select Importables - Mozilla Firefox

https://www.intercommerce.com.ph/WebCWS/Lookup-ImportablesDA.asp?cn=%AD%B2%B7%A7%B9%B7%B8%B7%B8%

Importables Lookup 110 records found. Displaying 1 to 10.

	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"/>	06049			COMDA197
<input type="radio"/>	06049			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

HS Code :

Com Code :

Select the desired option

Enter the first **six (6) digits** HS Code/Tariff Code and click Search

Click Select when done

**HS Code Lookup**

### Item Details

32. Item No.	33. HS Code *	Tar Spec	Description
1	01029090 000 ...		-- Other

Save Cancel

#### Marks & Nos., No. of Packages, Container Nos.

Marks and Numbers: NN

No. of Packages/Units: 100 BX-BOX

Container Nos:

Additional Containers (For more than 4 containers)

#### Goods Description

Description: PAPERS

### Invoice Number, Dump Bond, Permits

Invoice Number: 10

Dump Bond:

ATRIG NO: For IAS use only

ATRIG Date: For IAS use only (YYYY-MM-DD)

Other charges in Transaction Value

Insurance in Freight

#### Supplementary Value

Supplementary Value 1: 1 PCE

#### C.O. Code, Preference

C.O. Code: SG - SINGAPORE

Preference: None

**Procedure - Extended Code**

Procedure/Extended Code: 4000 000 ...

**Item Gross Weight, Item Net Weight, Valuation Code, Valuation Method**

Item Gross Weight: 1 KG

Item Net Weight: 1 KG

Valuation Code: NNNNN ... NOT RELATED, NO RSTRCTN/

Valuation Method: 1 ... TRANSACTION VALUE

**Airway Bill, Previous Document, Transaction Value, Adjustment**

Airway Bill / Bill of Lading: 1

Previous Document:

Item Invoice Value: 1 USD

Adjustment: 1

Save Cancel

Indicate value of "1" for Airway Bill/Bill of Lading

Value from your Proforma Invoices

**Item Details** [X]

32. Item No	33. Importables *	Tar Spec	HS Code	Description
1	06049900 000			-- Other

Save Cancel

**Marks & Nos., No. of Packages, Container Nos.**

No. of Packages/Units: KILOGRAMS

Always use this button to go back

**Item Details Data**

Select the **Country Code** as well as the applicable **Preference**.

C.O. Code, Preference

Country of Source: None

Place of Source: None

Airway Bill, Previous Do

Airway Bill / Bill of Lading:

FOB Value:

- None
- AF - AFGHANISTAN
- AL - ALBANIA
- DZ - ALGERIA
- AS - AMERICAN SAMOA
- AD - ANDORRA
- AO - ANGOLA
- AI - ANGUILLA
- AQ - ANTARCTICA
- AG - ANTIGUA AND BARBUDA
- AR - ARGENTINA
- AM - ARMENIA
- AW - ARUBA
- AU - AUSTRALIA
- AT - AUSTRIA
- AZ - AZERBAIJAN
- BS - BAHAMAS
- BH - SAUDI ARABIA
- BD - BANGLADESH
- BB - BARBADOS

**Preference**

### Entering Multiple Items

To enter additional items, select the **Add** button. Select **Open** to review previous item 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. X

	Item No.	HS Code	Description
<input checked="" type="radio"/>	<u>1</u>	84716021.000	- - Computer terminals or monitors, colour, ex circuit television monitors
<input type="radio"/>	<u>2</u>	85299091.000	- - - For television
<input type="radio"/>	<u>3</u>	85169020.000	- - Of goods of subheading 8516.33, 8516.50, 8516.60, 8516.71, or 8516.79.10

**Total Transaction Value:** 6738.03

<< Back      Add      Open      Delete

**Selected Item can be viewed or deleted**

**Take note of the Total Transaction Value**

***Item Page – Multiple Items***

## Financial Page

The Financial page can only be accessed if there is an existing saved item.

The screenshot shows the 'Financial' page with several sections and callouts:

- Save/Cancel:** A red callout box points to the 'Save' and 'Cancel' buttons, stating: "Don't forget to always **save** your work!"
- Terms:** The 'Terms of Payment' dropdown is set to 'Letter of Credit'. A red callout box points to it, stating: "Select LETTER OF CREDIT for Terms of Payment".
- Bank Information:** The 'Bank Name' field contains 'PCHC'. A red callout box points to it, stating: "Always indicate PCHC (Philippine Clearing House Corporation)".
- Reference No.:** The 'Reference No.' field contains '000000000-00000001'. A red callout box points to it, stating: "Bank Reference Number from your importer issued by the Bank where they enrolled. Please note that the BRN consists of 17 characters with the following format: **XXXXXXXXXX-XXXXXXX**".
- Without Bank Charge:** An unchecked checkbox labeled 'Without Bank Charge' is visible.
- Internal Reference:** A field labeled 'Internal Reference: (for brokers only)' is present.
- IED / TEC / TDM ( For New IAS use only ):** Three empty input fields are provided for 'IED No:', 'TEC No:', and 'TDM No:'.

**IED / TEC / TDM ( For New IAS use only )**

IED No:

TEC No:

TDM No:

---

**Costs and Currencies**

Transaction Value	<input type="text" value="12.00"/>	<input type="text" value="USD"/>
External Freight Cost	<input type="text"/>	<input type="text" value="USD"/>
Insurance Cost	<input type="text"/>	<input type="text" value="USD"/>
Arrastre Cost	<input type="text"/>	<b>PHP</b>
Wharfage Cost	<input type="text"/>	<b>PHP</b>
Other Costs	<input type="text" value="0.00"/>	<input type="text" value="USD"/>

**Save** **Cancel**

Put Zero in Freight and Insurance if it is included in Invoice Value

**Financial Page**

**Import Declaration**

Reference No.:	<input type="text" value="CHI09102201"/>	Items:	<input type="text" value="1"/>
Consignee TIN:	<input type="text" value="121212121"/>	Consolidated Items:	<input type="text" value="1"/>
Status:	<input type="text" value="C"/>	No. of Packages:	<input type="text" value="1"/>

Item Page   Financial   Save

Mode of Declaration:

Date Created:

Office of Clearance:

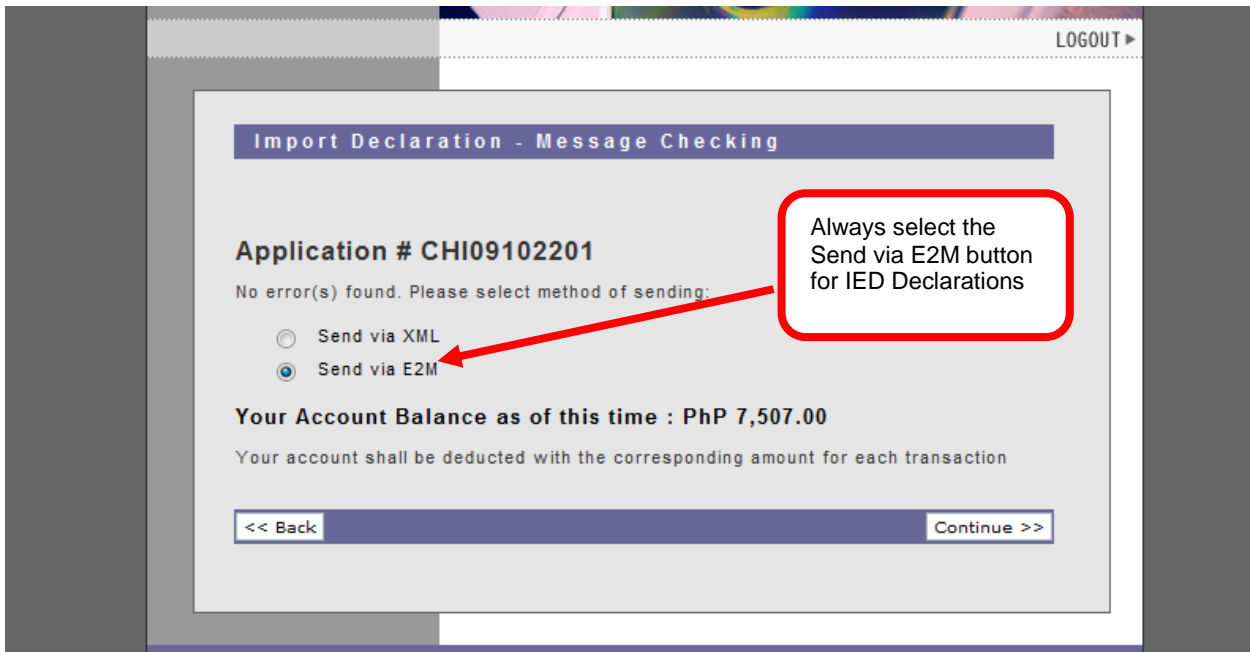
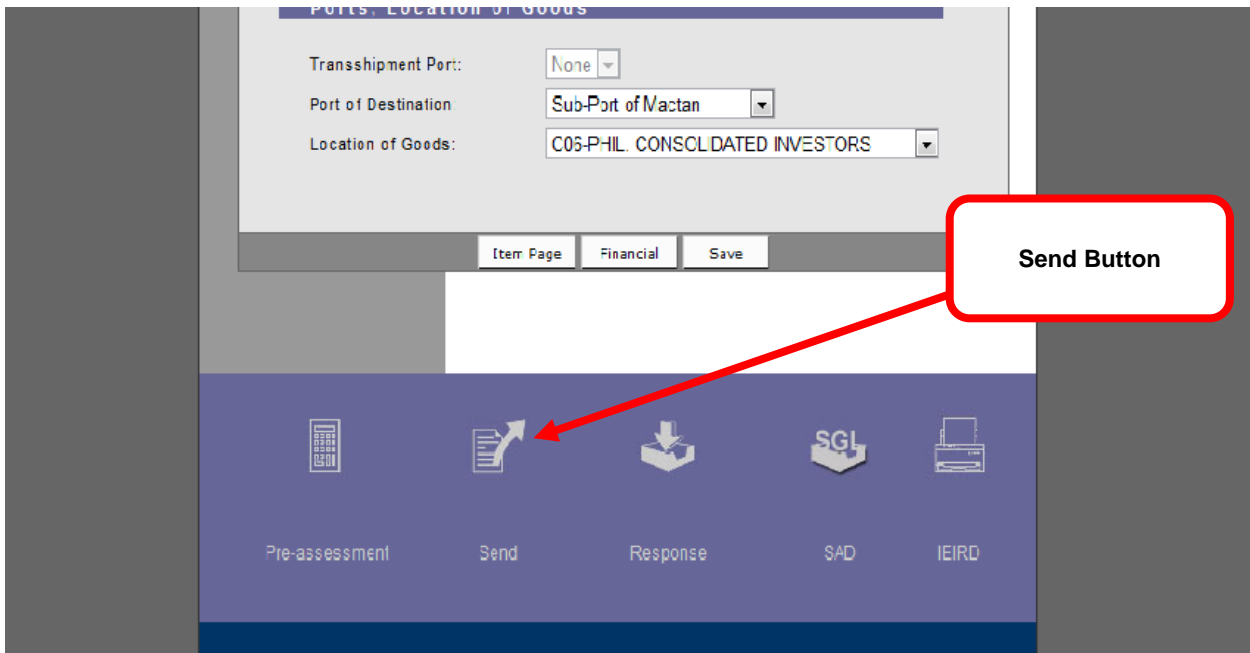
Manifest No.:

Date of Arrival:  ,  , 2008

Tentative Release:

**Exporter/Supplier Information**

Only IED-4 with Status "C"-Complete can be sent to E2M (IAS) System



Click on **Send via E2M** to send the IED to BOC for assessment.

**Import Declaration** [X]

Reference No.:	<input type="text" value="tet09102101"/>	Items:	<input type="text" value=""/>
Consignee TIN:	<input type="text" value="111222220000"/>	Consolidated Items:	<input type="text" value=""/>
Status:	<b>AS</b>	No. of Packages:	<input type="text" value="100"/>
IED Status:	<input type="text" value="C"/>		<a href="#">[ASSESS IED]</a>

**Created for IED ASSESS**

Mode of Declaration:

Date Created:

Click **ASSESS IED** to send to the bank.

The status **AS (Approved Selected)** will appear once the IED has been registered by BOC. Click on **ASSESS IED** to send the entry to the bank for the debiting of the advance payment.

**Import Declaration** [X]

Reference No.:	<input type="text" value="tet09102101"/>	Items:	<input type="text" value="1"/>
Consignee TIN:	<input type="text" value="111222220000"/>	Consolidated Items:	<input type="text" value="1"/>
Status:	<b>AP</b>	No. of Packages:	<input type="text" value="100"/>
IED Status:	<input type="text" value="AP"/>		

**IED PAID**

The status **AP (Approved Paid)** will appear once the bank sends the payment confirmation to BOC.