

## What's new about DA's automated SPS clearance system?

The importer enjoys the convenience of:

- Remote filing of application: it is paperless, no notary seal
- Remote receipt and printing of approved SPS Clearance
- Auto-debit payment of fees
- Auto-validation and processing of the application by the Agency or Bureau
- Internet tracking of the status of application
- Pre-approved importables
- Re-use of stored data in creating new application
- Tagging of SPS Clearance as used upon inspection by port quarantine officer
- Seamless interface with NSW and e2M

## How do I use it?

**First time users must undergo the 4-step process below while registered users go direct to step 4.**

1. Register online
2. Activate Username
3. Do pre-application activities
4. Prepare application

### 1. First step: register online.

- a. Go to <http://www.intercommerce.com.ph>
- b. On welcome page, click "Register" at the left panel
- c. Once on the register page, create your own Username and Password, fill out the data fields, and at the bottom of page, click "Importer" option, then click "Submit".

**You are done with the initial step. Next, your Username has to be activated**

### 2. Activate Username

- a. Go back to the welcome page, click "Download Area" on the left panel
- b. Once on download page, scroll down to section on "Department of Agriculture," click "DA WebCWS Registration Form"
- c. Download the 2-page form, fill out the applicable information, sign the form, write your Username at the top right portion of the first page, and fax the 2-page form to Intercommerce Network Services, Inc. (INS) tel. 843-8160 attention to marketing.
- d. The last step in the activation process is the submission by email (write Agriculture on subject title) to [marketing@intercommerce.com.ph](mailto:marketing@intercommerce.com.ph) of an attached Excel file that lists your importable commodities. The list should indicate each commodity's eleven-digit AHTN or HS Code. For example:

- |                       |            |
|-----------------------|------------|
| 1. U.S. Soyabean Meal | 2304000000 |
| 2. Fresh Apples       | 0808100000 |
| 3. Salmon Fish        | 0303740000 |

**You are done with the activation process. Next, go on to pre-application activities.**

### 3. Pre-application activities

- a. You need to set up two auto-debit accounts to pay the fees.
  1. To pay the SPS Clearance processing fee payable to the Bureau, you must open an advance deposit account at the Bureau Cashier's office. This fee is the same amount as in the manual system. You determine the amount that you want to maintain in the account.
  2. Another fee is the SPS Clearance application transaction fee. It is payable to INS and is charged for every successful transaction that generates an approved SPS Clearance. It covers the value added services that enable you to access the DA-INS Trade System and use its online features. It is auto-debited from a pre-paid account that is

replenished by deposits you make to any of the various banks listed below to the account of INS. In order to credit a deposit to your pre-paid account, you need to fax the corresponding bank deposit slip to INS tel. 843-8160 attention to finance.

- i. BPI Ayala, Current – 00-3391-0071-94
  - ii. UCPB Valero, Savings – 198-100303-7
  - iii. PNB Salcedo, Current – 228-663400029
  - iv. Unionbank Ayala, Current – 00-123-001004-2
- b. You also need to input data to your online profile in order to identify your commodity manufacturer and commodity exporter at the country of origin.
1. Go to <http://www.intercommerce.com.ph>
  2. On welcome page, login using the Username and Password you created during the online registration process
  3. On members page, click module “WebCWS”
  4. On WebCWS page, click “Manufacturer” on the left panel
  5. On manufacturer maintenance page, click “Add” to open the data encoding page, fill out white data fields, and when done click “Save.” Click “Add” again if you want to add other manufacturers to your list, otherwise click “Close.”
  6. Now that you are back on WebCWS page, click “Supplier” on left panel. Supplier is just another name for exporter.
  7. On supplier maintenance page, click “Add” to open data encoding page, fill out white data fields, and when you are done click “Save.” Click “Add” again if you want to add other suppliers to your list, otherwise click “Close.”

**You are done with pre-application activities. You are set to prepare your application.**

#### **4. Prepare application**

- a. Go to <http://www.intercommerce.com.ph>
- b. On welcome page, login using your Username and Password.
- c. On WebCWS page, scroll down the list of action choices, click “Create/Open SPS Clearance for DA,” click “Submit”
- d. On import clearance page, select appropriate Bureau (whether BAI, BPI or BFAR), click “Create New Application,” click “Next,” click “Continue.”
- e. On SPS clearance page, click Supplier look up button, select the appropriate Supplier name from the list that you created during the pre-application process. Do the same for Manufacturer data, click Manufacturer look up button and select appropriate Manufacturer from the list. Fill out the rest of the white data fields then click “Save” at the bottom of page.
- f. Please take note of the application status indicator at the upper right portion of the SPS clearance page. Now it says “Incomplete.” Your goal is to change it to “Created” and then “Under Review.” You have to provide more importation details in order to do this. You need to supply data from the Pro-forma Invoice. Click “Item Page” button, then click “Add” to supply invoice details.
- g. On item details page, click the importables look up button. On the pre-approved list of importables that appears, look for the commodity description that corresponds to the item that you are importing, click its option button on the leftmost column, then click “Select” on the bottom of page. Next, fill out the white data fields on the item page that pertain to the item you are importing, click “Save” at the bottom of page.

- h. Click "Open" to review your entries, make corrections if there are errors, then click "Save" once more.
- i. If you want to put more than one item on your application, click "Add" again on the item page and repeat the procedure described above. If you have no more items to input, click "Back" button to go back to the SPS clearance page.
- j. On SPS clearance page, take note that the status indicator has changed to "Created." Next, you have to attach supporting documents, especially the Pro-forma Invoice, to your application. At this point, you must have already scanned the Pro-forma Invoice and saved it in JPEG format file. Click the "Document Requirements" button.
- k. On the attached files page, click the "Browse" button and open the scanned invoice file. Attach other documents if so required. When done, click the "Submit" button. This will generate a "Successfully attached document" message. Click "OK."
- l. Back on the SPS clearance page, click "Save," then click "Send" at the bottom of page. You will see the message checking page which indicates your application and account details. Here, you can monitor both your DA and INS deposits. Click "Continue."
- m. Your application is now submitted to the Bureau. A status message indicating the change to "Under Review" is displayed. Click "Back" to go back to the SPS clearance page. Check the status indicator, it should read "Under Review." You are done. Click "Logout" button at the top right part of the page.

### **Monitoring your application**

- a. Go to <http://www.intercommerce.com.ph>
- b. Login using your Username and Password.
- c. On WebCWS page, scroll down to action choices, click "Create/Open SPS Clearance for DA," click "Submit"
- d. On import clearance page, select appropriate Bureau (whether BAI, BPI or BFAR), click "Open Existing Application," click "Next."
- e. On the open existing application page, view status of your application.

### **Printing SPS Clearance** (continuing from monitoring procedures above)

- f. If your application has changed status to "Approved," select and click its Reference No. at the leftmost column. The SPS clearance page is displayed, this time with printer icons at the bottom of the page.
- g. Click the "Printout Front" icon. The front page of the SPS Import Clearance is displayed. Right-click your mouse, then select "Print." Set printer preferences, use A4 size paper, then print.
- h. Select "Go Back One Page" icon at the Toolbar to view the SPS clearance page again. Click the "Printout Back" icon at the bottom of page. Right-click and print the back page using the reverse side of the previous SPS Clearance printout.
- i. Select "Go Back One Page" icon again and logout upon returning to the SPS clearance page.