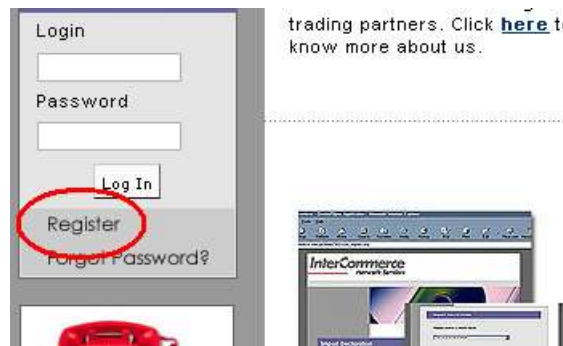


Client Profile Registration System

User's Manual for Importers

Check list:

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 at InterCommerce via FAX (8438160) or EMAIL (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)

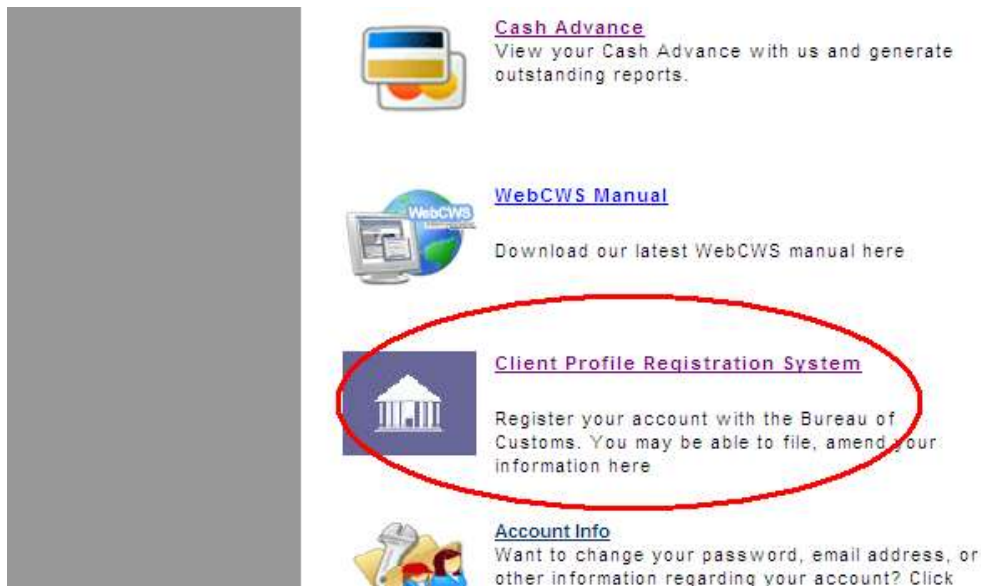
These documents can be downloaded at:

<http://www.intercommerce.com.ph/Downloads/WebCWSforImportersForm.pdf>

2. Scanned Pictures of Company Logo, Stockholders, Principal Officers, Responsible Officers and their Signatures in *jpeg* or *bmp* format (should not exceed **20Kb** per file)
3. Primary Broker's Customs Client Number (CCN) and TIN (12 digits). You will need to secure your broker's CCN and TIN since these are required fields for the importer's CPRS Profile.
4. Valid Email address (BOC will send the status updates in your Email)

Procedure:

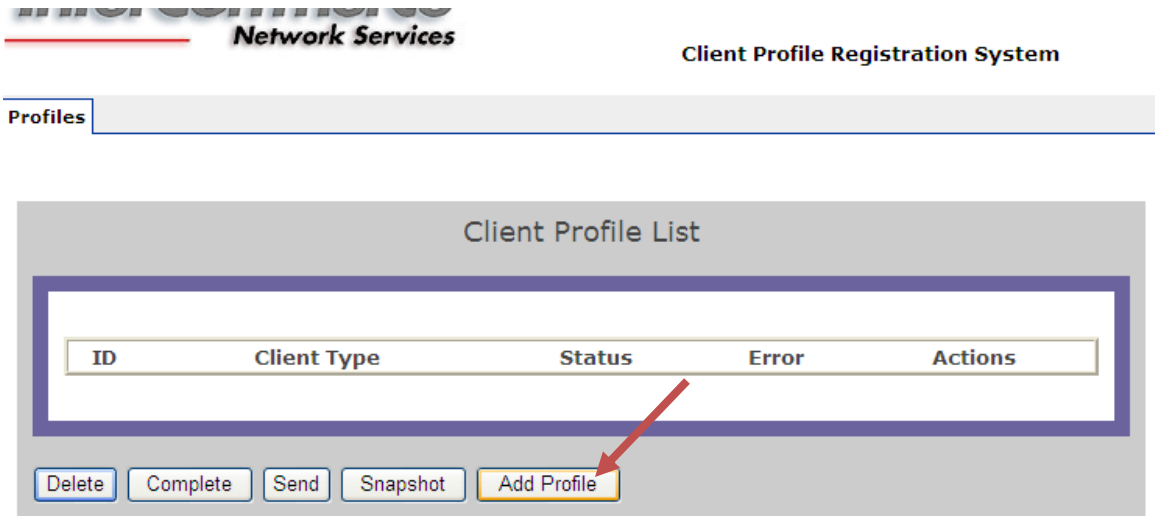
1. Log-in using your account at www.intercommerce.com.ph
2. Once in the Member's Page, select the **Client Profile Registration System** link



The screenshot shows a vertical navigation menu on the left side of a web page. To the right of the menu are five links, each with an icon and a brief description:

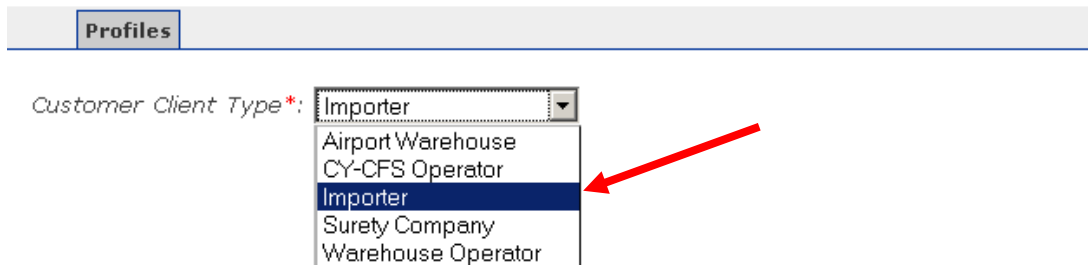
- Cash Advance**: View your Cash Advance with us and generate outstanding reports. (Icon: credit cards)
- WebCWS Manual**: Download our latest WebCWS manual here. (Icon: computer monitor with globe)
- Client Profile Registration System**: Register your account with the Bureau of Customs. You may be able to file, amend your information here. (Icon: classical building facade) **This link is circled in red.**
- Account Info**: Want to change your password, email address, or other information regarding your account? Click (Icon: key and person)

3. If no previous profile was created, you will see this page:

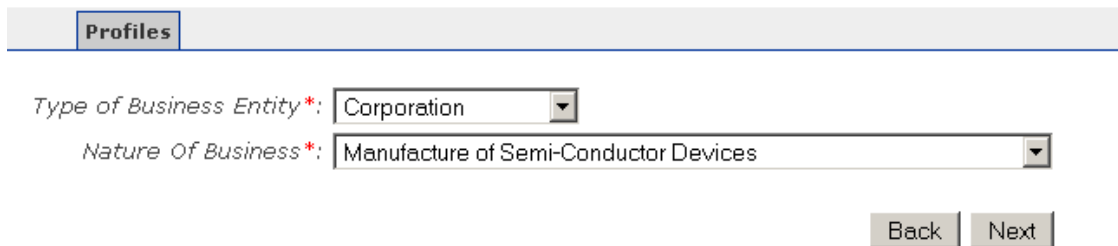


Select **Add Profile** to create a new profile

4. Select **Importer** from the Customer Client Type drop down option. Click **Next**



5. Select the appropriate **Type of Business Entity** and **Nature of Business**. Click **Next**.



6. Fill out all the Mandatory Fields indicated with an asterisk (*). The INS Client number is automatically assigned.

Profiles

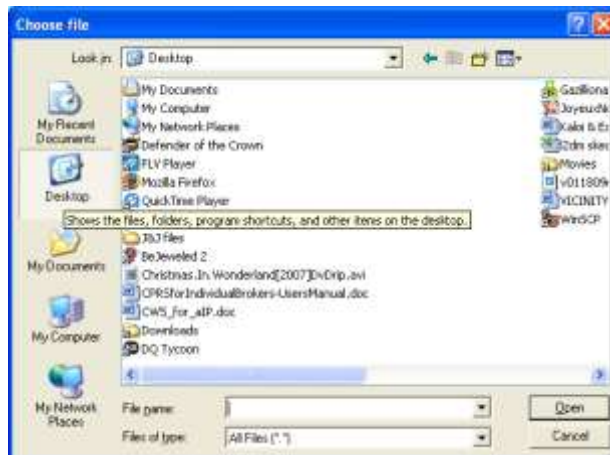
Customs Client Number:	<input type="text"/>
Client Type:	IM
Type of Business Entity:	CORP
Nature of Business:	3220
INS Client Number*:	TESTA
Business Name/Company Name*:	<input type="text"/>
Country of Citizenship*:	PHILIPPINES
Address*:	<input type="text"/>
City*:	<input type="text"/>
Zip Code*:	<input type="text"/>
Country*:	PHILIPPINES
Telephone Number*:	<input type="text"/>
Alternate Telephone Number:	<input type="text"/>
Fax:	<input type="text"/>
Mobile Number:	<input type="text"/>
Email Address*:	<input type="text"/>
Website:	<input type="text"/>
TIN*:	<input type="text"/>
SSS Number:	<input type="text"/>
Passport Number:	<input type="text"/>
Driver's License:	<input type="text"/>
PRC Id Number:	<input type="text"/>

Please do not EDIT these fields

7. The VASP Primary CCN is **VA0000000116** (seven zeros)

VASP Primary CCN*:	VA0000000116	
VASP Secondary CCN:		
PEZA BOI Registration Number:		
SEC Registration Number*:		
Authorized Capital Stock Amount*:		
Paid Up Capital Amount*:		
AAB Assigned Bank Reference No.:		
Related Company:		
Related Company:		
Related Company:		
Primary Broker TIN*:		
Primary Broker CCN*:		
Secondary Broker TIN:		
Secondary Broker CCN:		
Importable Commodities:		Browse...
Scanned Picture*:		Browse...
Scanned Signature/s:		Browse...

8. Select Browse to upload your company logo picture. The Choose file dialog box will appear. Select the appropriate file for your picture.



9. After selecting the appropriate files (picture and signature), click **Save**

Importable Commodities: Browse...

Scanned Picture*: C:\Documents and Settings\Administrat Browse...

Scanned Signature/s: Browse...

Save Cancel

10. If no errors are encountered, you will go back to the Client Profile List page

Profiles

Client Profile List

ID	Client Type	Status	Error	Actions
<input type="checkbox"/> 14656	IM	Incomplete		Edit History

Delete Complete Send Snapshot Add Profile

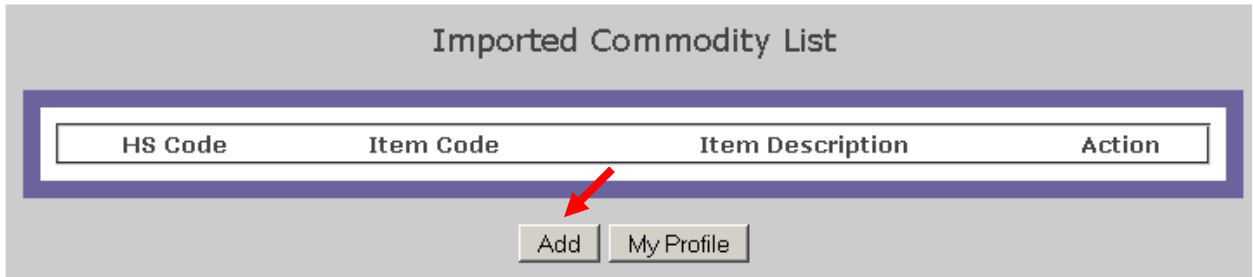
11. Select **Edit** under actions to continue your CPRS application. Under profiles, the Commodities, Plant/Warehouse, Stockholders, Principals, Responsible Officers, and Suppliers buttons appear. You will need to access these pages to complete your CPRS application.

Profiles

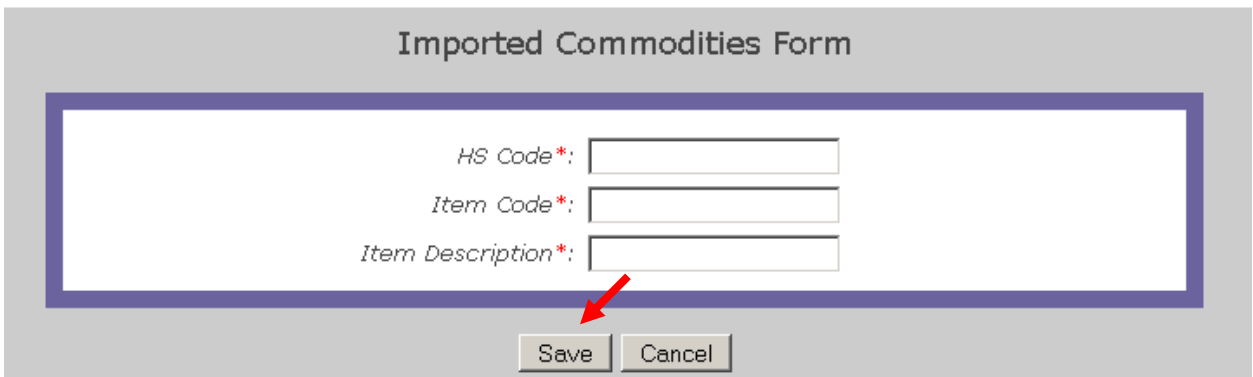
Commodities Plant/Warehouse Stockholders Principals Responsible Officers Suppliers

12. **Adding Commodities Information.** Only one (1) is required.

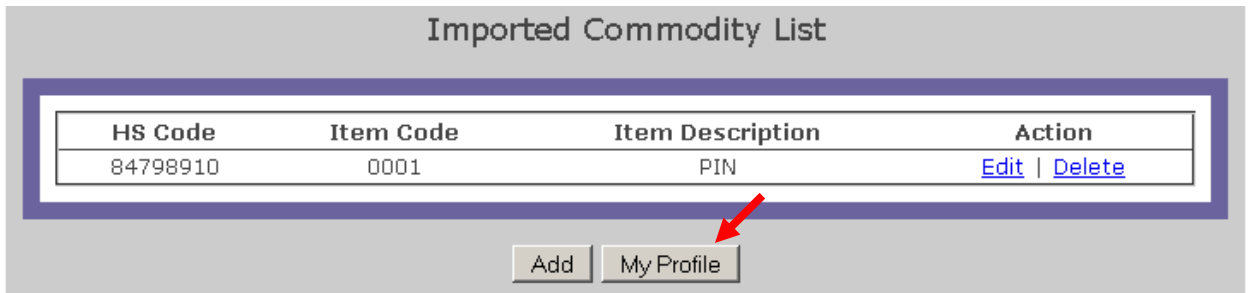
Click the Commodities button to access the Imported Commodity List. Click Add to add an item.



Fill up the necessary details and click save.



Once a commodity has been added, click on My Profile to go back to your main profile page.



13. **Adding Plant/Warehouse information.** Only one (1) is required.

Click the Plant/Warehouse button to access the Plant/Warehouse List. Click Add.

Plant / Warehouse List

Address	Actions
---------	---------

Fill up the necessary details and click save.

Plant / Warehouse Form

Address*:	<input type="text"/>
City*:	<input type="text"/>
Zip Code*:	<input type="text"/>
Country*:	<input type="text" value="PHILIPPINES"/>

Once a Plant/Warehouse has been added, click on My Profile to go back to your main profile page.

Plant / Warehouse List

Address	Actions
3545 Valero, Makati	Edit Delete

14. Adding Stockholder Information. Only one (1) is required

Click the Stockholder button to access the Major Stockholder List. Click Add.

Major Stockholder List

Name	Actions

Fill up the necessary details and click save.

Major Stockholder Form

<i>First Name *</i> :	<input type="text"/>
<i>Middle Name *</i> :	<input type="text"/>
<i>Last Name *</i> :	<input type="text"/>
<i>Citizenship/Country of Citizenship *</i> :	<input type="text" value="PHILIPPINES"/>
<i>TIN *</i> :	<input type="text"/>
<i>Address *</i> :	<input type="text"/>
<i>City *</i> :	<input type="text"/>
<i>Zip Code *</i> :	<input type="text"/>
<i>Country *</i> :	<input type="text" value="PHILIPPINES"/>
<i>Telephone Number *</i> :	<input type="text"/>
<i>Alt Telephone Number</i> :	<input type="text"/>
<i>Fax</i> :	<input type="text"/>
<i>Mobile Number</i> :	<input type="text"/>
<i>Email Address *</i> :	<input type="text"/>
<i>Scanned Picture *</i> :	<input type="text"/> <input type="button" value="Browse..."/>
<i>Scanned Signature/s *</i> :	<input type="text"/> <input type="button" value="Browse..."/>

Once a Stockholder Information has been added, click on My Profile to go back to your main profile page.

Major Stockholder List

Name	Actions
Santos, John Mark	Edit Delete

15. Adding Principal Officer Information. Only one (1) is required.

Click the Principals button to access the Principal Officer List. Click Add.

Principal Officer List

Name	Actions
------	---------

Fill up the necessary details and click save.

Principal Officer Form

<i>First Name*</i> :	<input type="text"/>
<i>Middle Name*</i> :	<input type="text"/>
<i>Last Name*</i> :	<input type="text"/>
<i>Position*</i> :	<input type="text"/>
<i>TIN*</i> :	<input type="text"/>
<i>Address*</i> :	<input type="text"/>
<i>City*</i> :	<input type="text"/>
<i>Zip Code*</i> :	<input type="text"/>
<i>Country*</i> :	<input type="text" value="PHILIPPINES"/>
<i>Telephone Number*</i> :	<input type="text"/>
<i>Alt Telephone Number</i> :	<input type="text"/>
<i>Fax</i> :	<input type="text"/>
<i>Mobile Number</i> :	<input type="text"/>
<i>Email Address*</i> :	<input type="text"/>
<i>Scanned Picture*</i> :	<input type="text"/> <input type="button" value="Browse..."/>
<i>Scanned Signature/s*</i> :	<input type="text"/> <input type="button" value="Browse..."/>

Once a Principal Officer Information has been added, click on My Profile to go back to your main profile page.

Principal Officer List

Name	Actions
Santos, Susan Anne	Edit Delete

16. Adding Responsible Officers. Only one (1) is required.

Click the Responsible Officers button to access the Equivalent Responsible Officer List. Click Add.

Equivalent Responsible Officer List

Name	Actions
------	---------

Fill up the necessary details and click save.

Equivalent Responsible Officer Form

<i>First Name</i> *:	<input type="text"/>
<i>Middle Name</i> *:	<input type="text"/>
<i>Last Name</i> *:	<input type="text"/>
<i>Position</i> *:	<input type="text"/>
<i>TIN</i> *:	<input type="text"/>
<i>Area of Responsibility</i> *:	<input type="text"/>
<i>Address</i> *:	<input type="text"/>
<i>City</i> *:	<input type="text"/>
<i>Zip Code</i> *:	<input type="text"/>
<i>Country</i> *:	<input type="text" value="PHILIPPINES"/>
<i>Telephone Number</i> *:	<input type="text"/>
<i>Alt Telephone Number</i> :	<input type="text"/>
<i>Fax</i> :	<input type="text"/>
<i>Mobile Number</i> :	<input type="text"/>
<i>Email Address</i> *:	<input type="text"/>
<i>Scanned Picture</i> *:	<input type="text"/> <input type="button" value="Browse..."/>
<i>Scanned Signature/s</i> *:	<input type="text"/> <input type="button" value="Browse..."/>

Once an Equivalent Responsible Officer Information has been added, click on My Profile to go back to your main profile page.

Equivalent Responsible Officer List

Name	Actions
Santos, Andrew Thomas	Edit Delete

17. Adding Suppliers. Only one (1) is required

Click the Suppliers button to access the Major Supplier List. Click Add.

Major Supplier List

Name	Actions
------	---------

Fill up the necessary details and click save.

Major Supplier Form

*Name / Company Name**:

*TIN**:

*Address**:

*City**:

*Zip Code**:

*Country**:

*Telephone Number**:

Alt Telephone Number:

Fax:

Mobile Number:

*Email Address**:

Once a Major Supplier Information has been added, click on My Profile to go back to your main profile page.

Major Supplier List

Name	Actions
Test Name	Edit Delete

18. After reviewing the data select **Save**

19. To mark your profile complete, **check** the ID number and select **Complete**

Client Profile List

	ID	Client Type	Status	Error	Actions
<input checked="" type="checkbox"/>	14656	IM	Incomplete		Edit History

20. The status of your profile is now Created. To send to BOC, **check** the ID number again , then select **Send**

Client Profile List

	ID	Client Type	Status	Error	Actions
<input checked="" type="checkbox"/>	14656	IM	Created		Edit History

21. Once sent, the status changes to **Send**

Client Profile List

ID	Client Type	Status	Error	Actions
<input checked="" type="checkbox"/> 14656	IM	Send		Edit History

Delete Complete Send Snapshot Add Profile

22. To print a copy of your profile, go to **Edit**, then select **Print**

BOC will send you email alerts regarding the status of your CPRS application