



DA Trade System – eMAVIC

MAV Import Certificate

User's Manual v1.0 – MAVIC Application

InterCommerce Network Services, Inc.

January 2012

Background

The DA Trade System is the back-office application of the Department of Agriculture, developed, deployed and maintained by InterCommerce, for the processing of DA Trade Transactions, initially, the SPS Import Clearance issued by the Bureau of Animal Industry, the Bureau of Fisheries and Aquatic Resources and the Bureau of Plant Industry.

Pursuant to recent agreements with the Department of Agriculture, InterCommerce was tasked to develop and implement the e-MAV for the electronic processing of applications for the Minimum Access Volume (MAV) and the MAV Import Certificate.

This User Manual provides the authorized users, the requirements and procedures in the use of the eMAVIC for MAV Import Certificate applications.

System Requirements

To access the DA Trade System, the user must have a computer with the following:

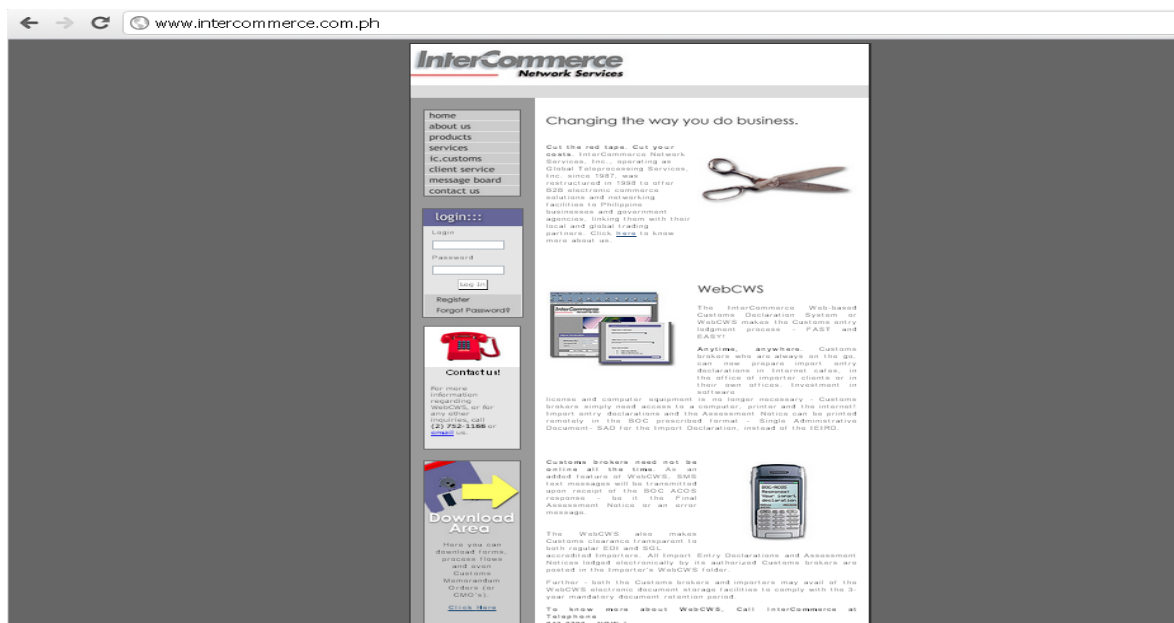
- ❑ Internet connection (preferably broadband connection)
- ❑ Internet Browser (Internet Explorer, Mozilla Firefox)
- ❑ Microsoft Office 97 (Excel) or higher for Report Generation

To start with the InterCommerce WebCWS System

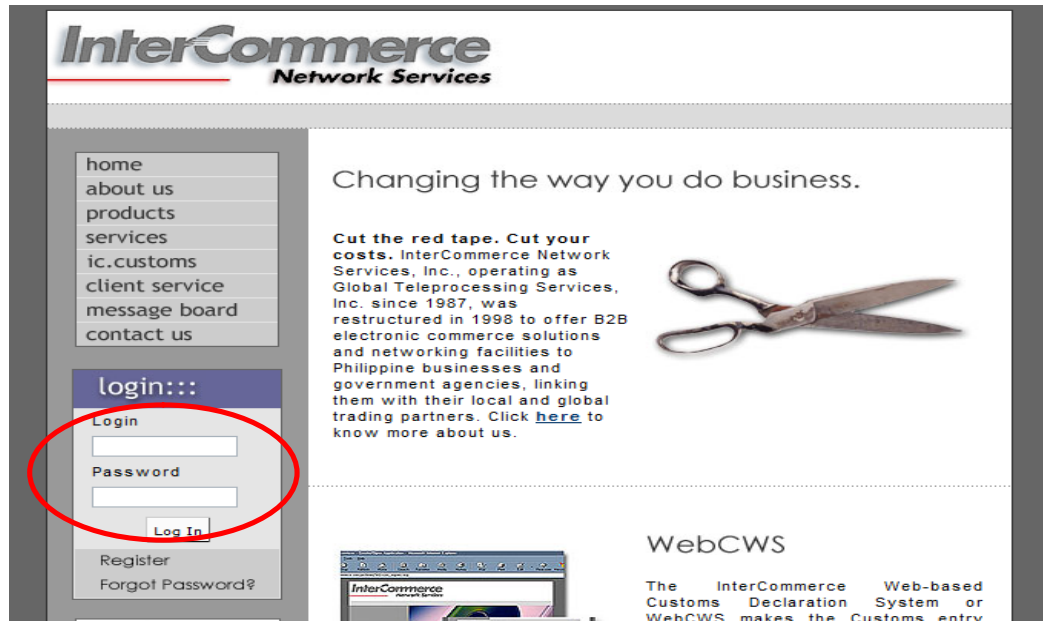
The User must have an active Internet Connection and a compatible browser to view and access the InterCommerce WEBCWS System.

Open an internet browser and type in the following URL in the address bar:

<http://www.intercommerce.com.ph>



Log in your username and password.



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 this is a login section with a red circle around the 'login:::' header and the input fields for 'Login' and 'Password'. A 'Log In' button is below the fields. Other links in the login section include 'Register' and 'Forgot Password?'. The main content area has the heading 'Changing the way you do business.' followed by a paragraph about cutting red tape and costs, and an image of a pair of scissors. At the bottom right, there is a section for 'WebCWS' described as 'The InterCommerce Web-based Customs Declaration System or WebCWS makes the Customs entry'.

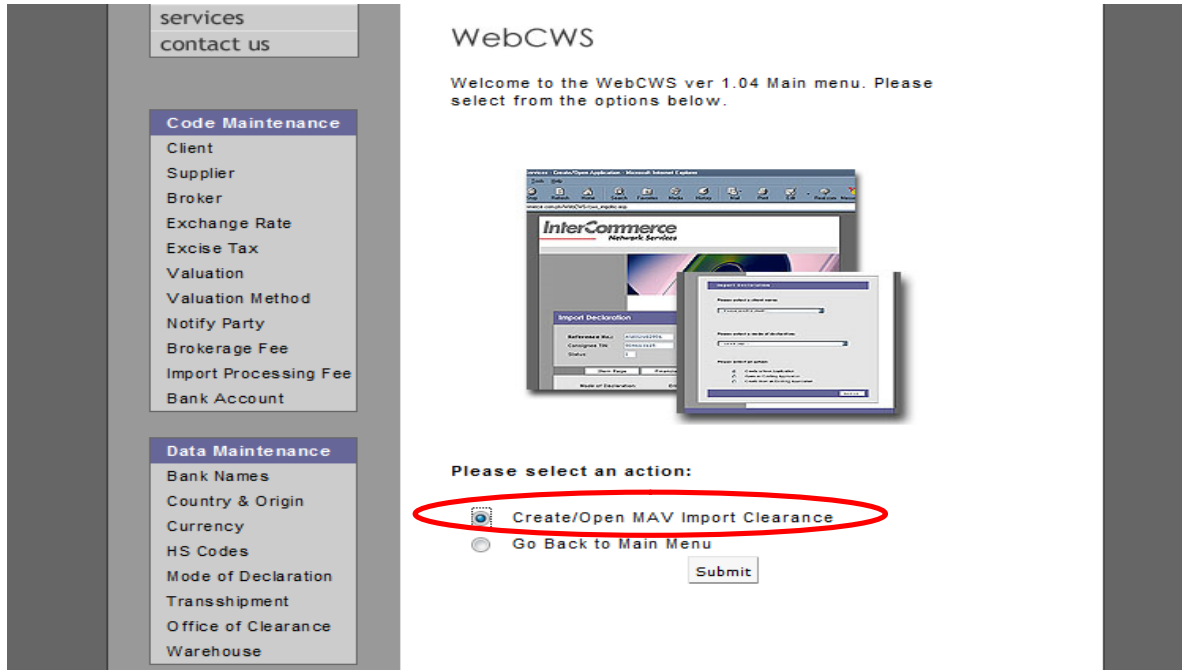
In the Member's Page, click **Department of Agriculture**

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



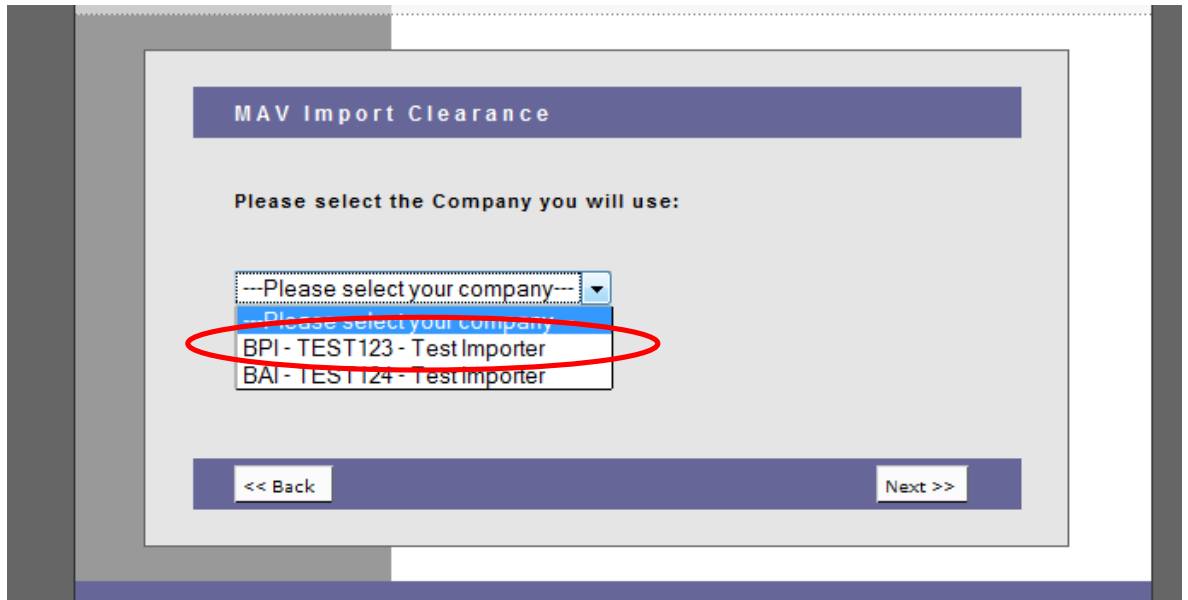
This block displays several modules available to members. Each module consists of an icon, a title, and a description. The 'Department of Agriculture' module is circled in red. The modules are: 1. Department of Agriculture (with a red circle around the title): Create, open and send your SPS and MAV and 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. 2. Cash Advance (with a credit card icon): View your Cash Advance with us and generate outstanding reports. 3. DA Cash Advance (with a Department of Agriculture icon): See your DA Cash Advance reports here. 4. SPS Manual / MAV Manual (with a Department of Agriculture icon): Download our latest SPS and MAV manual here. 5. Client Profile Registration System (with a building icon): Register your account with the Bureau of Customs. You may be able to file, amend your information here.

Click Create/Open MAV Import Clearance and then **Submit**



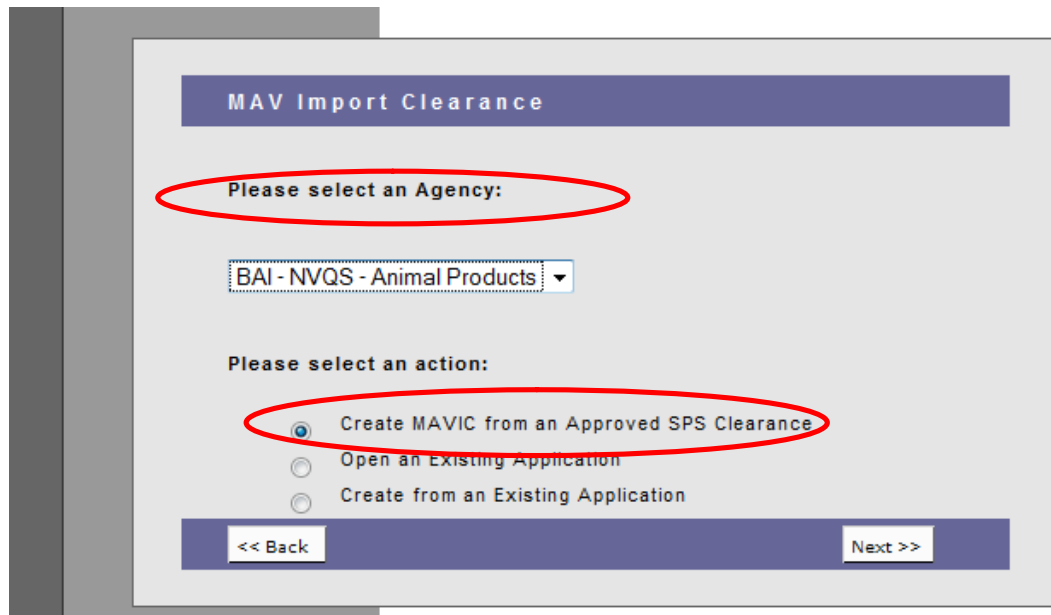
The screenshot shows the WebCWS Main Menu. On the left is a sidebar with navigation links: 'services' and 'contact us' at the top, followed by 'Code Maintenance' (with sub-links: Client, Supplier, Broker, Exchange Rate, Excise Tax, Valuation, Valuation Method, Notify Party, Brokerage Fee, Import Processing Fee, Bank Account) and 'Data Maintenance' (with sub-links: Bank Names, Country & Origin, Currency, HS Codes, Mode of Declaration, Transshipment, Office of Clearance, Warehouse). The main content area has the title 'WebCWS' and a welcome message: 'Welcome to the WebCWS ver 1.04 Main menu. Please select from the options below.' Below this is a small graphic showing a browser window with 'InterCommerce' and an 'Import Declaration' form. Under the graphic, the text 'Please select an action:' is followed by two radio button options: 'Create/Open MAV Import Clearance' (which is circled in red) and 'Go Back to Main Menu'. A 'Submit' button is located to the right of these options.

MAV Import Clearance, **Select** the company you will use: either BAI or BPI then **Click next**



The screenshot shows the 'MAV Import Clearance' screen. It contains the instruction 'Please select the Company you will use:'. Below this is a dropdown menu with the placeholder text '---Please select your company---'. The dropdown is open, showing three options: 'Please select your company' (highlighted in blue), 'BPI - TEST123 - Test Importer' (circled in red), and 'BAI - TEST124 - Test Importer'. At the bottom of the form are two buttons: '<< Back' and 'Next >>'.

From the dropdown list, Select an Agency and **Create MAVIC** from an Approved SPS Clearance.



The image shows a web form titled "MAV Import Clearance". It contains two main sections. The first section, "Please select an Agency:", has a dropdown menu with "BAI - NVQS - Animal Products" selected. The second section, "Please select an action:", has three radio buttons. The first radio button, "Create MAVIC from an Approved SPS Clearance", is selected and circled in red. The other two options are "Open an Existing Application" and "Create from an Existing Application". At the bottom, there are two buttons: "<< Back" and "Next >>".

MAV Import Clearance

Please select an Agency:

BAI - NVQS - Animal Products

Please select an action:

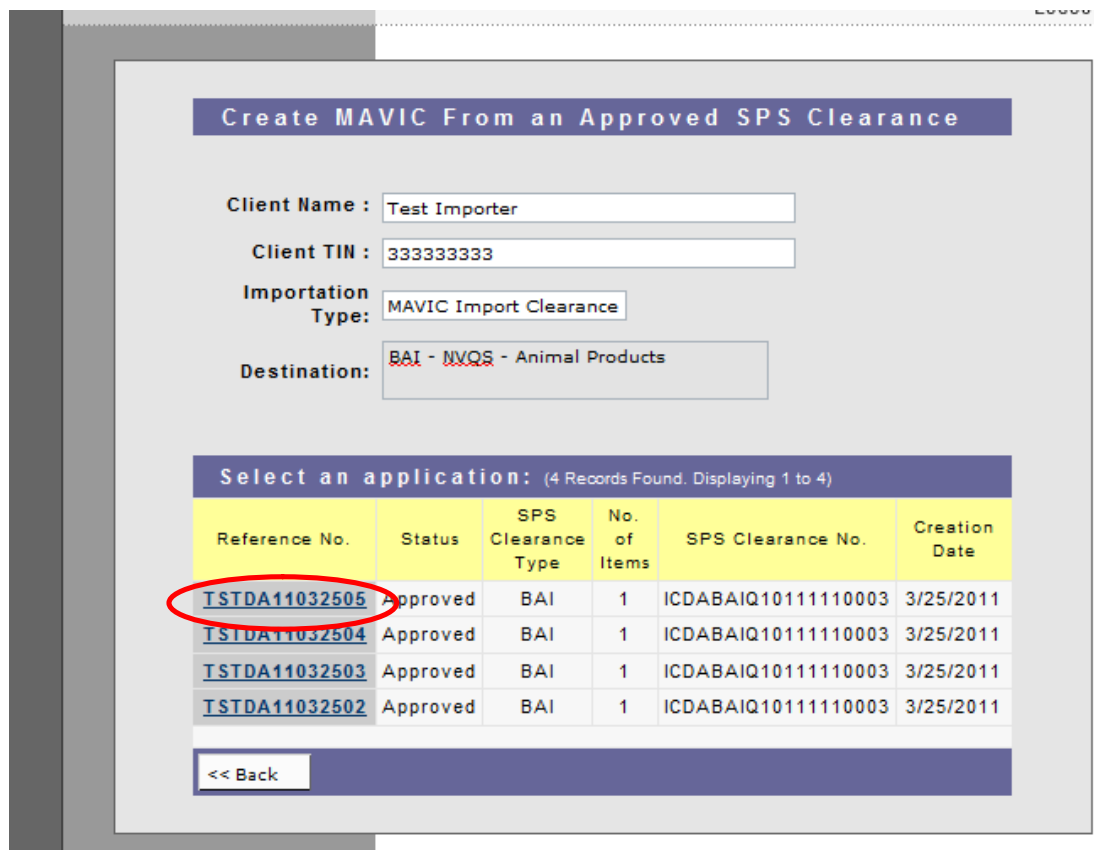
☒ Create MAVIC from an Approved SPS Clearance

☐ Open an Existing Application

☐ Create from an Existing Application

<< Back Next >>

Select from the approved SPS Clearance you will use in creating MAV Import Certificate. The data in the approved SPS Import Clearance will be displayed in the MAVIC.



The image shows a web form titled "Create MAVIC From an Approved SPS Clearance". It contains several input fields for client information and importation details. Below these fields is a table titled "Select an application:" which lists four approved SPS clearances. The first row of the table is circled in red. At the bottom, there is a "<< Back" button.

Create MAVIC From an Approved SPS Clearance

Client Name : Test Importer

Client TIN : 333333333

Importation Type: MAVIC Import Clearance

Destination: ~~BAI - NVQS~~ - Animal Products

Select an application: (4 Records Found. Displaying 1 to 4)

Reference No.	Status	SPS Clearance Type	No. of Items	SPS Clearance No.	Creation Date
<u>TSTDA11032505</u>	Approved	BAI	1	ICDABAIQ10111110003	3/25/2011
<u>TSTDA11032504</u>	Approved	BAI	1	ICDABAIQ10111110003	3/25/2011
<u>TSTDA11032503</u>	Approved	BAI	1	ICDABAIQ10111110003	3/25/2011
<u>TSTDA11032502</u>	Approved	BAI	1	ICDABAIQ10111110003	3/25/2011

<< Back

In the General Page, **fill out all WHITE DATA FIELDS** (boxes); these are the mandatory requirements for the application.

MAV Import Clearance

Application No.: TSTMCI2011803 Items: 1
Importer TIN: 333333333 Units: 1
Importer Name: Test Importer Status: Incomplete
MAV Account No.: 1000

Item Page Attach Documents Save

SPS Import Clearance Reference: TSTDA11032505
SPS Import Clearance Validity: 5/24/2011
Country of Source: AUSTRALIA
Port of Entry: Ninoy Aquino Intl Airport
Bill of Lading / AirWay Bill: TEST BL
Commercial Invoice Number: 123
Invoice Date: 01/18/2012 e.g. mm/dd/yyyy
Commercial Invoice Value: 10 USD

Item Page Attach Documents Save

Click Save.

Click Item Page and open to check the details of your item.

Item Page 1 Items found. Displaying 1 to 1.

Item No.	Item Code	Item Description
1	0207	FROZEN WHOLE CHICKEN LEG QUARTERS

Total Units: 1

<< Back Open

LOGOUT

In item details, you may **view all the information on the commodity** you intend import.

Item Details

32. Item No 33. MAV Products* Products Description

1 02072790 100 ... FROZEN WHOLE CHICKEN LEG QUARTERS

Quantity: 1

unit of measurement: KG - KILOGRAMS

Save Cancel

Click **Cancel** and Back to go to the General page.

Item Page 1 Items found. Displaying 1 to 1.

Item No.	Item Code	Item Description
1	0207	FROZEN WHOLE CHICKEN LEG QUARTERS

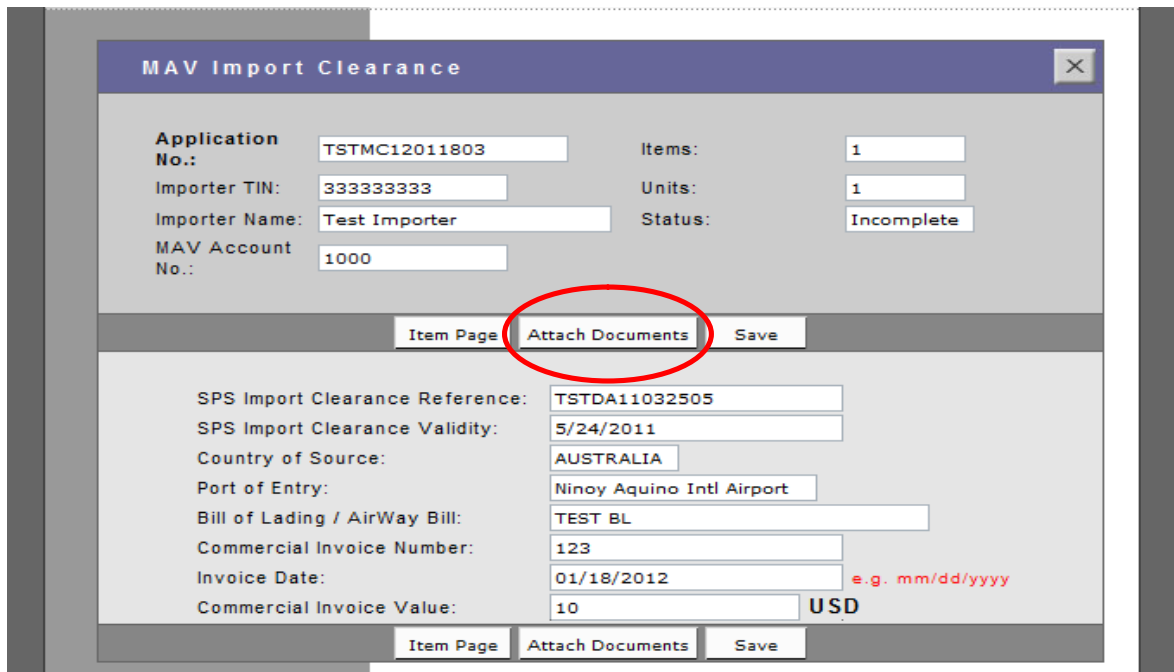
Total Units: 1

<< Back Open

LOGOUT

Click **Attach Documents** to submit the scanned copy of the following mandatory documents:

1. Commercial Invoice
2. Airway bill/ Bill of Lading



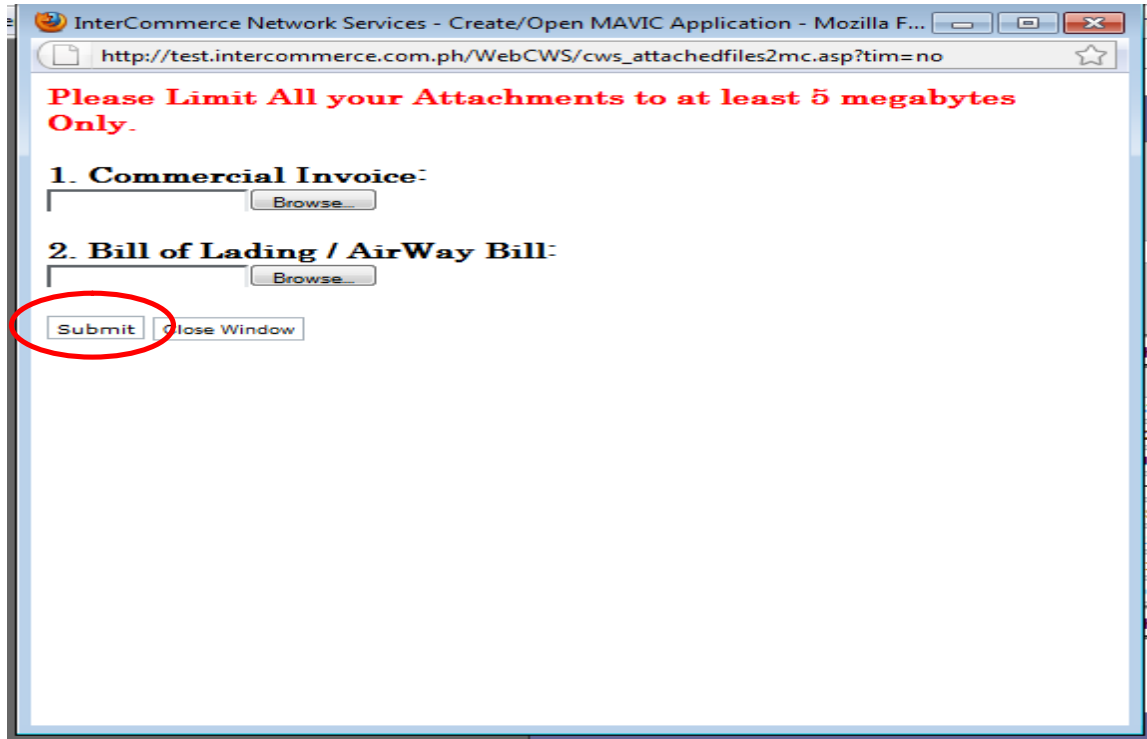
The screenshot shows the 'MAV Import Clearance' application window. It contains several input fields for application details. The 'Attach Documents' button is circled in red. Below the application details, there are tabs for 'Item Page', 'Attach Documents', and 'Save'. The 'Attach Documents' tab is selected, showing a list of fields for SPS Import Clearance Reference, SPS Import Clearance Validity, Country of Source, Port of Entry, Bill of Lading / AirWay Bill, Commercial Invoice Number, Invoice Date, and Commercial Invoice Value. The 'Attach Documents' button is circled in red.

Application No.:	TSTMC12011803	Items:	1
Importer TIN:	333333333	Units:	1
Importer Name:	Test Importer	Status:	Incomplete
MAV Account No.:	1000		

Item Page **Attach Documents** Save

SPS Import Clearance Reference:	TSTDA11032505
SPS Import Clearance Validity:	5/24/2011
Country of Source:	AUSTRALIA
Port of Entry:	Ninoy Aquino Intl Airport
Bill of Lading / AirWay Bill:	TEST BL
Commercial Invoice Number:	123
Invoice Date:	01/18/2012
Commercial Invoice Value:	10

Item Page **Attach Documents** Save



The screenshot shows a web browser window titled 'InterCommerce Network Services - Create/Open MAVIC Application - Mozilla F...'. The address bar shows 'http://test.intercommerce.com.ph/WebCWS/cws_attachedfiles2mc.asp?tim=no'. The page displays a warning message: 'Please Limit All your Attachments to at least 5 megabytes Only.' Below this, there are two sections: '1. Commercial Invoice:' and '2. Bill of Lading / AirWay Bill:'. Each section has a 'Browse...' button. At the bottom, there are 'Submit' and 'Close Window' buttons. The 'Submit' button is circled in red.

InterCommerce Network Services - Create/Open MAVIC Application - Mozilla F...

http://test.intercommerce.com.ph/WebCWS/cws_attachedfiles2mc.asp?tim=no

Please Limit All your Attachments to at least 5 megabytes Only.

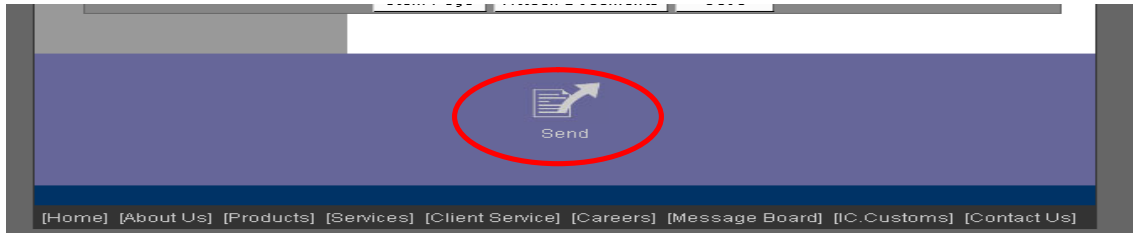
1. Commercial Invoice:
Browse...

2. Bill of Lading / AirWay Bill:
Browse...

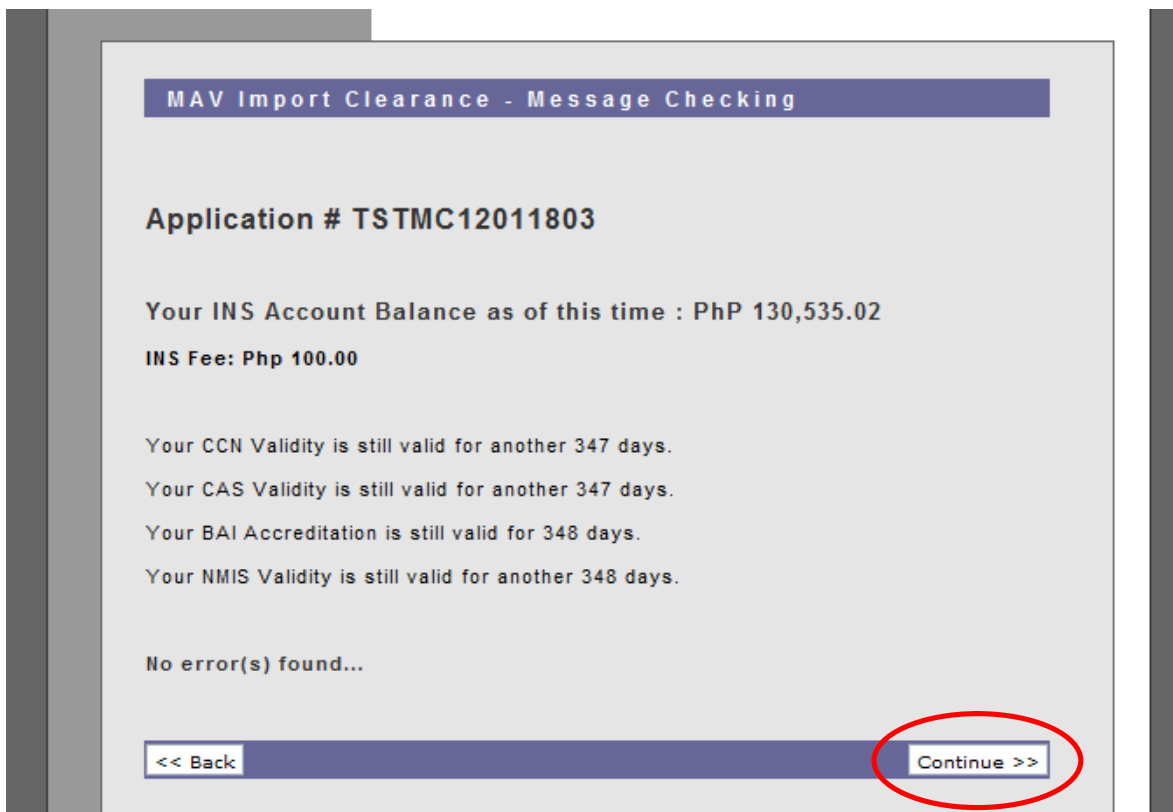
Submit Close Window

After all two documents have been attached, Click **Submit**.

Upon completion, the status of the MAVIC application will change to **CREATED**; once it was CREATED you may Click **"SEND"** to submit your MAVIC application to MAV Secretariat.



Message Checking will appear, stating the validity of your accreditation with BOC, BAI, NMIS and BPI.



Then, Click Continue.

MAV Import Clearance - Message Checking

Application # TSTMC12011803

is now **UNDER REVIEW**; The amount of Php 0.00 was debited in your INS account.

<< Back

The system will display a system generated response from DA MAV, i.e. **'Under Review'** by the MAV Secretariat.

In an "MAV Reviewer" status, the DA MAV Secretariat will verify your application and the attached support documents, ie Commercial Invoice and the BL/AWB. If there are inconsistencies in the data submitted and the attached documents, the Reviewer will reject the application and send a response message indicating the reason for the rejection. A new, correct MAVIC application may be subject for the review of MAV Secretariat.

Once the application has been **APPROVED**, at the bottom page you will see a new icon "Print Out". This will enable you to print the MAV Import Certificate. Please print 5 copies.

Application No.: TSTMC12011803

Importer TIN: 333333333

Importer Name: Test Importer

MAV Account No.: 1000

Items: 1

Units: 1

Status: Approved

Item Page
Attach Documents
Save

SPS Import Clearance Reference: TSTDA11032505

SPS Import Clearance Validity: 5/24/2011

Country of Source: AUSTRALIA

Port of Entry: Ninoy Aquino Intl Airport

Bill of Lading / AirWay Bill: TEST BL

Commercial Invoice Number: 123

Invoice Date: 1/18/2012 e.g. mm/dd/yyyy

Commercial Invoice Value: 10 **USD**

Item Page
Attach Documents
Save


 Send


 Print Out

Sample Print out of MAV Import Certificate.

Account No. <u>1000</u>	MIC Control No. <u>12100062</u>
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MAV MANAGEMENT COMMITTEE
Department of Agriculture
2/F, Department of Agriculture Bldg.
Elliptical Road, Diliman, Quezon City

MAV Import Certificate

(non-transferable)

Date: 1/1/2012

This certifies that Test Importer is authorized to import FROZEN WHOLE CHICKEN LEG QUARTERS with HS Code 2072790 100 at a volume of 1 KILOGRAMS(KG) at the in-quota tariff rate. This certificate is valid for three months from date of issue of MAV year 2012

Atty. Vero B. Librojo
Officer-In-Charge

BL/CI No.	TEST BL
SPS IC No.	TSTDA1 1032505
Port of Entry	Ninoy Aquino Intl Airport
Source	AUSTRALIA

☐ Original Copy
☐ Return Copy
☐ BOC/TED Copy
☐ MMC Copy
☐ Licensee Copy



The MAV Import Certificate will be printed in Five (5) copies.

1. Original Copy (White Copy)
2. Return Copy (Green Copy)
3. BOC/TED Copy (Pink Copy)
4. MMC Copy (Blue Copy)
5. Licensee Copy (Yellow Copy)

Lodgment of Import Entry

The Customs broker nominated by the importer will be able to create an Import Entry Declaration for lodgment to the BOC E2M system for Customs clearance, using the approved MAV Import Certificate data to minimize data encoding.

Upon receipt of the Assessment Notice from the BOC E2M system, InterCommerce shall automatically transmit copy of the Import Entry (SAD) and Assessment Notice data to the MAV Secretariat, to eliminate the required submission of the IEIRD to the MAV Secretariat.

InterCommerce Helpdesk Support

You may call the INS Customer Support for more inquiries:

Rona Palo

Account Officer

rpalo@intercommerce.com.ph

Telephone : 843-2792

Mobile : 0918-9024269

Shane Manzano

Software Engineer

dmanzano@intercommerce.com.ph

Telephone : 752-1188

INS CUSTOMER SUPPORT

manilacs@intercommerce.com.ph

Telephone : 752-1188; 845-0509