



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:

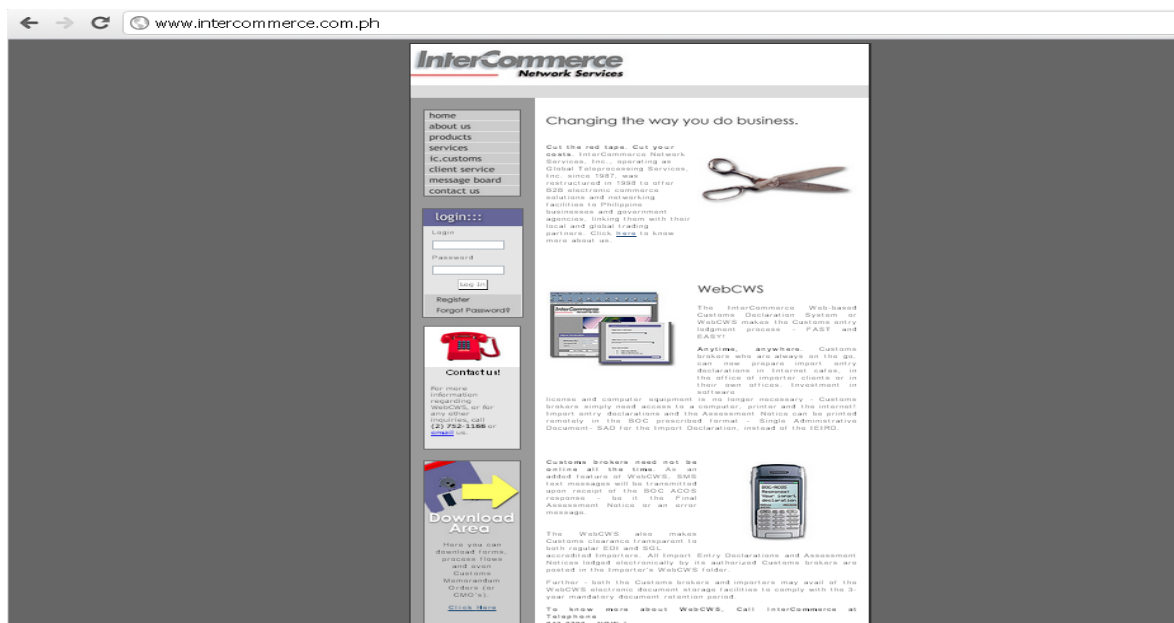
- ❑ Internet connection (preferably broadband connection)
- ❑ Internet Browser (Internet Explorer, Mozilla Firefox)
- ❑ Microsoft Office 97 (Excel) or higher for Report Generation

To start with the InterCommerce WebCWS System

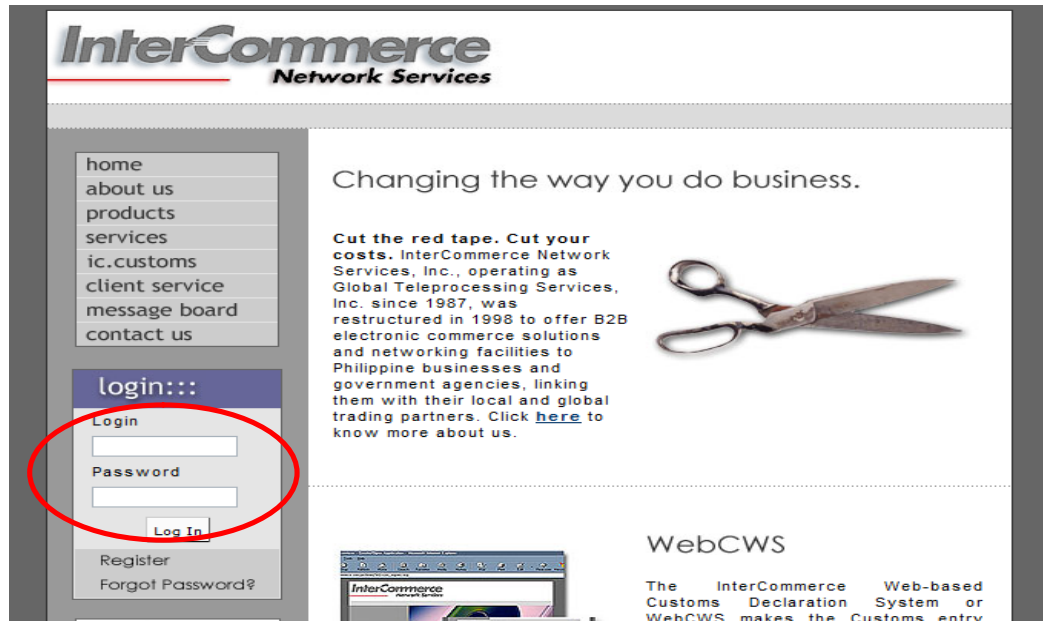
The User must have an active Internet Connection and a compatible browser to view and access the InterCommerce WEBCWS System.

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', and a 'Log In' button. To the right of the login section is a large text area with the headline 'Changing the way you do business.' and a sub-headline 'Cut the red tape. Cut your costs.' followed by a paragraph about the company's history and services. An image of a pair of scissors is shown to the right of the text. Below the main text area is a section for 'WebCWS' with a small screenshot of the WebCWS interface and a description: '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.



The screenshot shows the Members' Page with several modules. Each module consists of an icon on the left and a text block on the right. The 'Department of Agriculture' module is circled in red. The modules are: 1. Department of Agriculture (1898 logo): '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 (credit card icon): 'View your Cash Advance with us and generate outstanding reports.' 3. DA Cash Advance (1898 logo): 'See your DA Cash Advance reports here.' 4. SPS Manual / MAV Manual (NAW logo): 'Download our latest SPS and MAV manual here.' 5. Client Profile Registration System (classroom 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**

services
contact us

Code Maintenance
Client
Supplier
Broker
Exchange Rate
Excise Tax
Valuation
Valuation Method
Notify Party
Brokerage Fee
Import Processing Fee
Bank Account

Data Maintenance
Bank Names
Country & Origin
Currency
HS Codes
Mode of Declaration
Transshipment
Office of Clearance
Warehouse

WebCWS

Welcome to the WebCWS ver 1.04 Main menu. Please select from the options below.

InterCommerce
Network Services

Import Declaration

Please select an action:

☒ Create/Open MAV Import Clearance
☐ Go Back to Main Menu

Submit

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

MAV Import Clearance

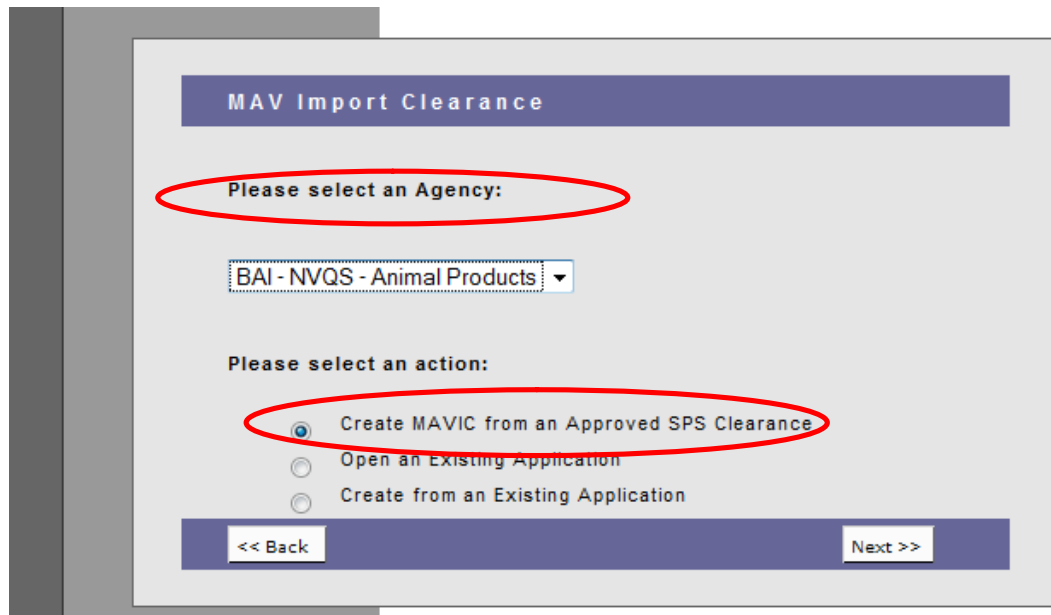
Please select the Company you will use:

---Please select your company---

Please select your company
BPI - TEST123 - Test Importer
BAI - TEST124 - Test Importer

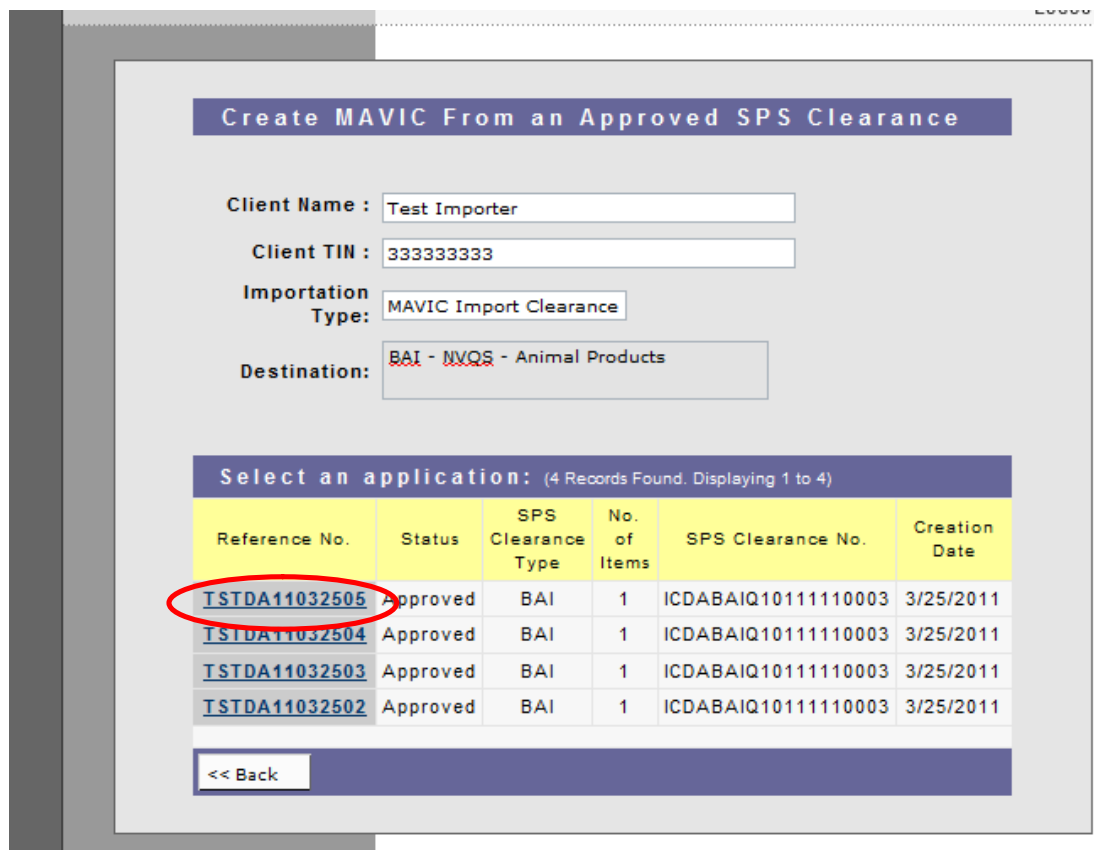
<< Back Next >>

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:", features a dropdown menu with "BAI - NVQS - Animal Products" selected. The second section, "Please select an action:", has three radio buttons. The first radio button, labeled "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 of the form are two buttons: "<< Back" and "Next >>".

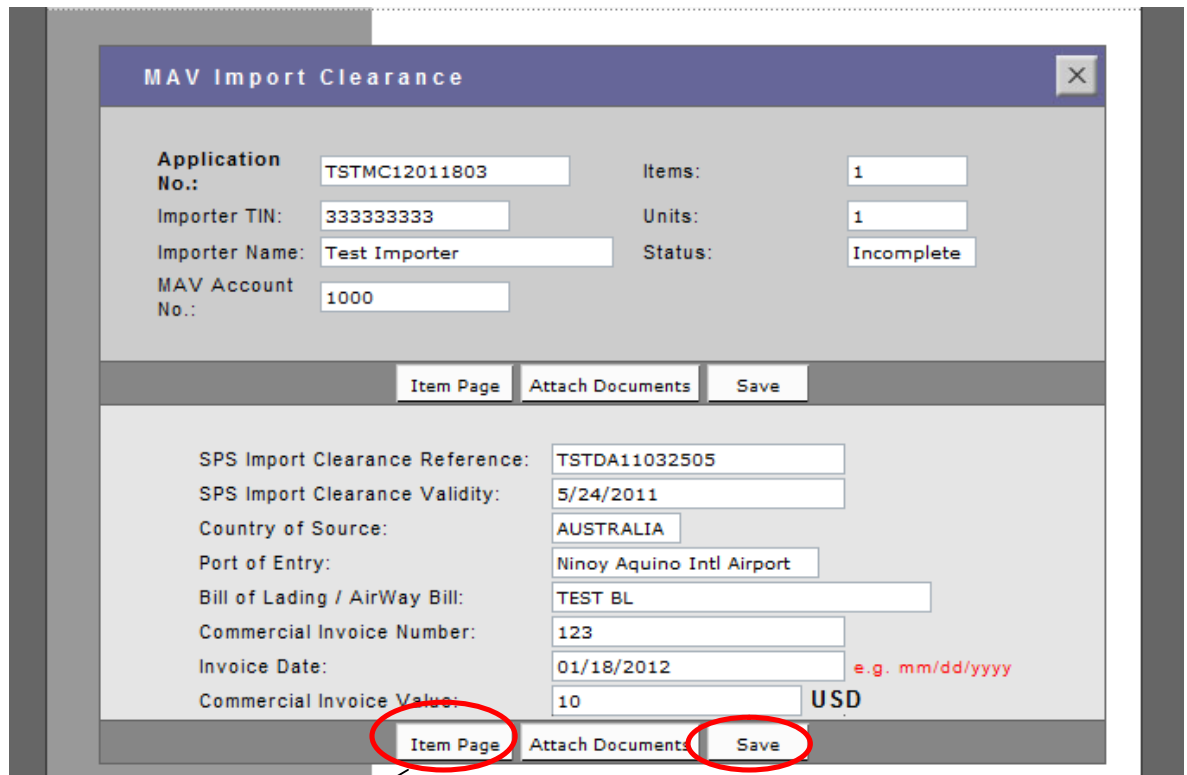
Select from the approved SPS Clearance you will use in creating MAV Import Certificate. The data in the approved SPS Import Clearance will be displayed in the MAVIC.



The image shows a web form titled "Create MAVIC From an Approved SPS Clearance". It contains several input fields: "Client Name" (Test Importer), "Client TIN" (333333333), "Importation Type" (MAVIC Import Clearance), and "Destination" (BAI - NVQS - Animal Products). Below these fields is a table titled "Select an application: (4 Records Found. Displaying 1 to 4)". The table has six columns: Reference No., Status, SPS Clearance Type, No. of Items, SPS Clearance No., and Creation Date. The first row of the table is circled in red. Below the table is a "<< Back" button.

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

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



The image shows a web application window titled "MAV Import Clearance". It contains two sections of data entry fields. The top section includes fields for Application No., Importer TIN, Importer Name, MAV Account No., Items, Units, and Status. The bottom section includes 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. Below the fields are three buttons: "Item Page", "Attach Documents", and "Save". The "Item Page" and "Save" buttons are circled in red. An arrow points from the "Item Page" button to the text "Click Item Page and open to check the details of your item."

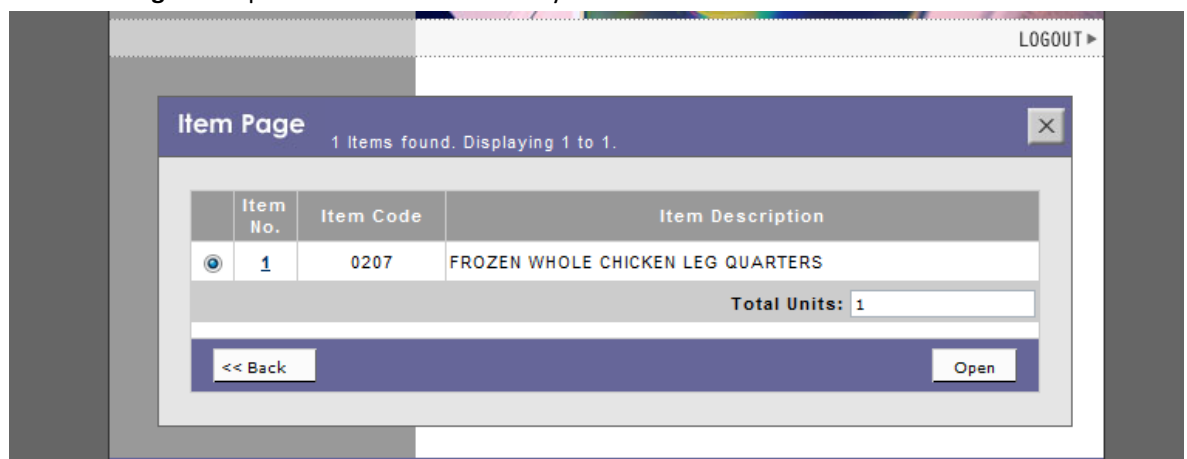
Application No.:	TSTMC12011803	Items:	1
Importer TIN:	333333333	Units:	1
Importer Name:	Test Importer	Status:	Incomplete
MAV Account No.:	1000		

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 USD

Buttons: Item Page, Attach Documents, Save

Click Save.

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



The image shows a web application window titled "Item Page". It displays a table with one item. The table has columns for Item No., Item Code, and Item Description. Below the table, there is a "Total Units" field and two buttons: "<< Back" and "Open".

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

Total Units: 1

Buttons: << Back, Open

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

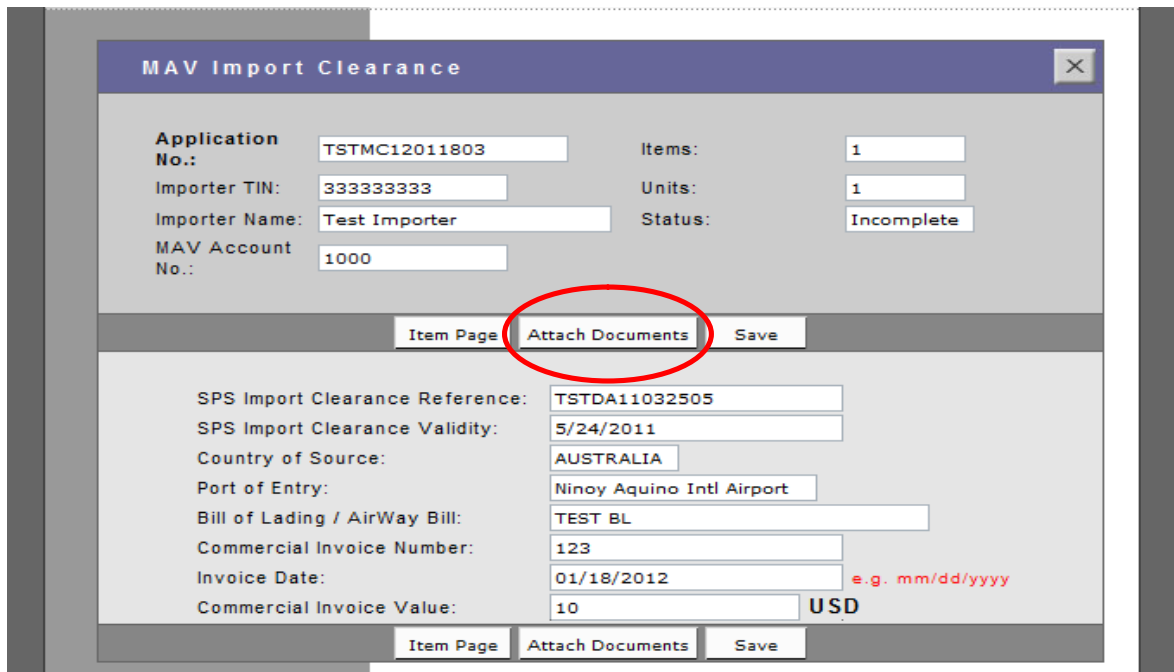
Total Units: 1

<< 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



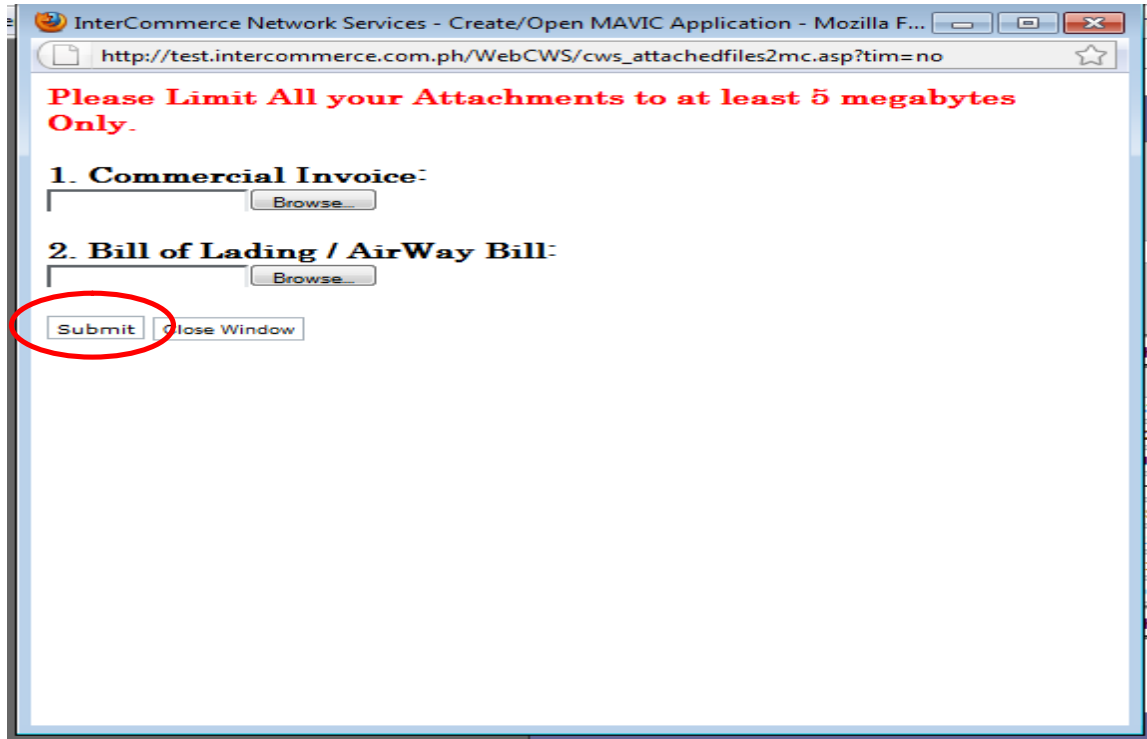
The screenshot shows the 'MAV Import Clearance' application window. It contains several input fields for application details. The 'Attach Documents' button is circled in red. Below the application details, there are tabs for 'Item Page', 'Attach Documents', and 'Save'. The 'Attach Documents' tab is selected, 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 main content area 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.

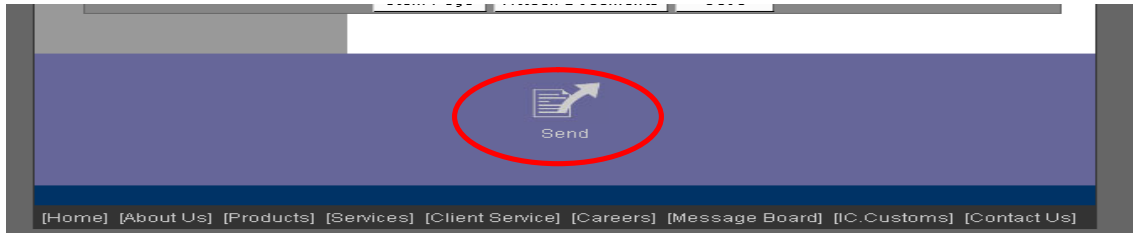
1. Commercial Invoice:
Browse...

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

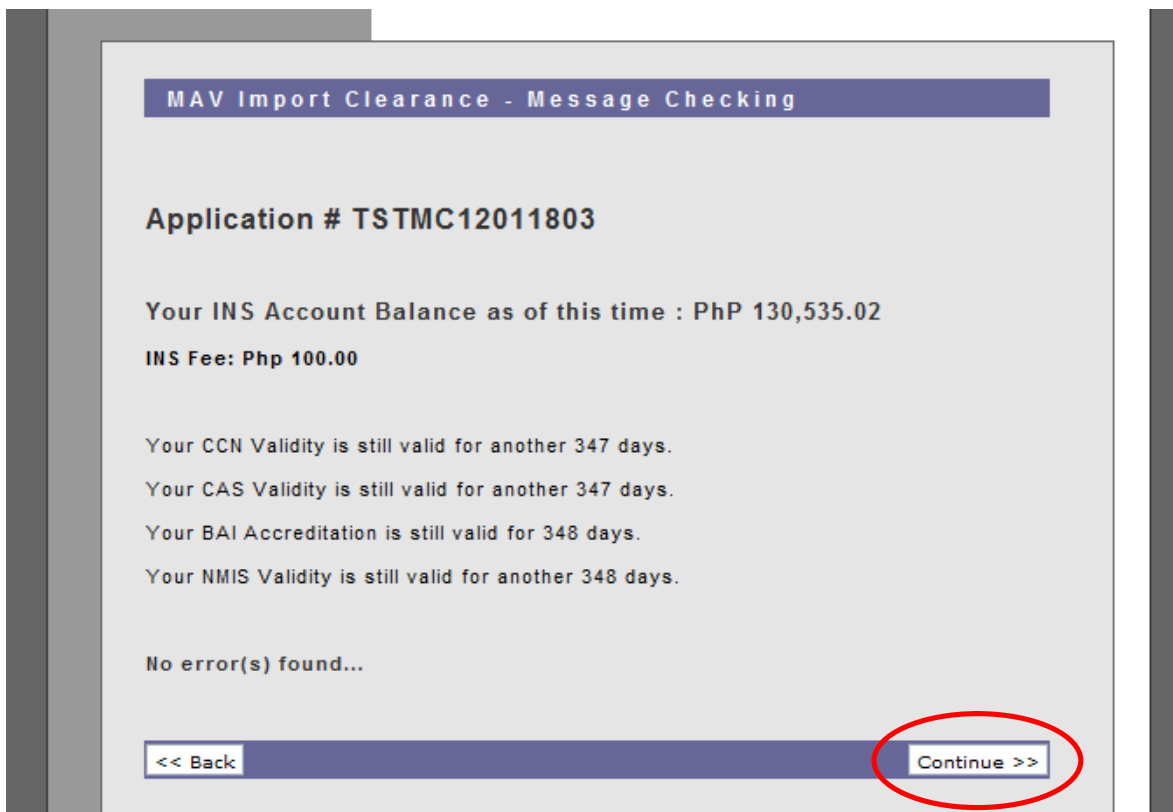
Submit Close Window

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