



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>

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Network Services

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Register
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Contact us
For more information:
Regarding WebCWS, or for any other
Inquiries, call
(272) 2792-1188 or
943-2792

Download Area
Here you can download forms, procedures files and other Customs Memorandum Orders (or CMO's).
Click Here

Changing the way you do business.

Cut the red tape. Cut your costs. InterCommerce Network Services, Inc. operating as Global Teleprocessing Services, Inc. since 1987, was restructured in 1998 to offer B2B electronic commerce solutions and networking facilities to Philippine businesses and government agencies, linking them with their local and global trading partners. Click [here](#) to know more about us.

WebCWS

The InterCommerce Web-based Customs Declaration System or WebCWS makes the Customs entry judgment process (FAS and SPS) faster and more efficient.

Anytime, anywhere. Customs brokers who are always on the go, can now prepare import entry declarations in Internet cafes, in the office of import clients or in their own offices. Investment in hardware and computer equipment is no longer necessary. Customs brokers simply need access to a computer, printer and the Internet to send entry declarations and the Assessment Notice can be printed remotely in the BOC prescribed format - Single Administrative Document - SAD for the Import Declaration, instead of the IEDD.

Customs brokers need not be online all the time. As an added feature of WebCWS, SMS text messages will be transmitted upon receipt of the BOC ACOS response - be it the Final Assessment Notice or an error message.

The WebCWS also makes Customs clearance transparent to both regular EDI and SCL accredited importers. All Import Entry Declarations and Assessment Notices lodged electronically by the authorized Customs brokers are posted in the Importer's WebCWS order.

Further, both the Customs brokers and importers may avail of the WebCWS electronic document storage facilities to comply with the 3-year mandatory document retention period.

To know more about WebCWS, Call InterCommerce at 943-2792 - NOW!

Log in your username and password.

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WebCWS
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.

 [Department of Agriculture](#)
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.

 [Cash Advance](#)
View your Cash Advance with us and generate outstanding reports.

 [DA Cash Advance](#)
See your DA Cash Advance reports here.

 [SPS Manual](#)
[MAV Manual](#)
Download our latest SPS and MAV manual here

 [Client Profile Registration System](#)
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.

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.

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
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

<< 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.: 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 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

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

Item Details

32. Item No: 1 33. MAV Products *: 02072790 100 ... Products Description: 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

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 a web application window titled "MAV Import Clearance". It contains several input fields for application details:

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

Below these fields are three buttons: "Item Page", "Attach Documents" (circled in red), and "Save".

Further down, there are more input fields for clearance details:

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	<small>e.g. mm/dd/yyyy</small>
Commercial Invoice Value:	10	USD

At the bottom, there are three buttons: "Item Page", "Attach Documents", and "Save".

The screenshot shows a web browser window with the URL "http://test.intercommerce.com.ph/WebCWS/cws_attachedfiles2mc.asp?tim=no". The page contains the following text:

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

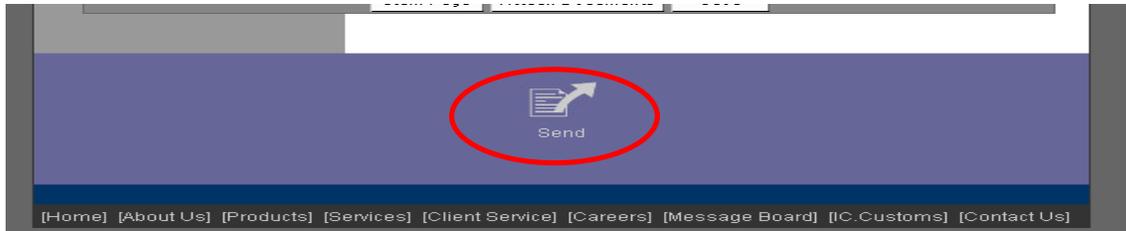
1. Commercial Invoice:

2. Bill of Lading / AirWay Bill:

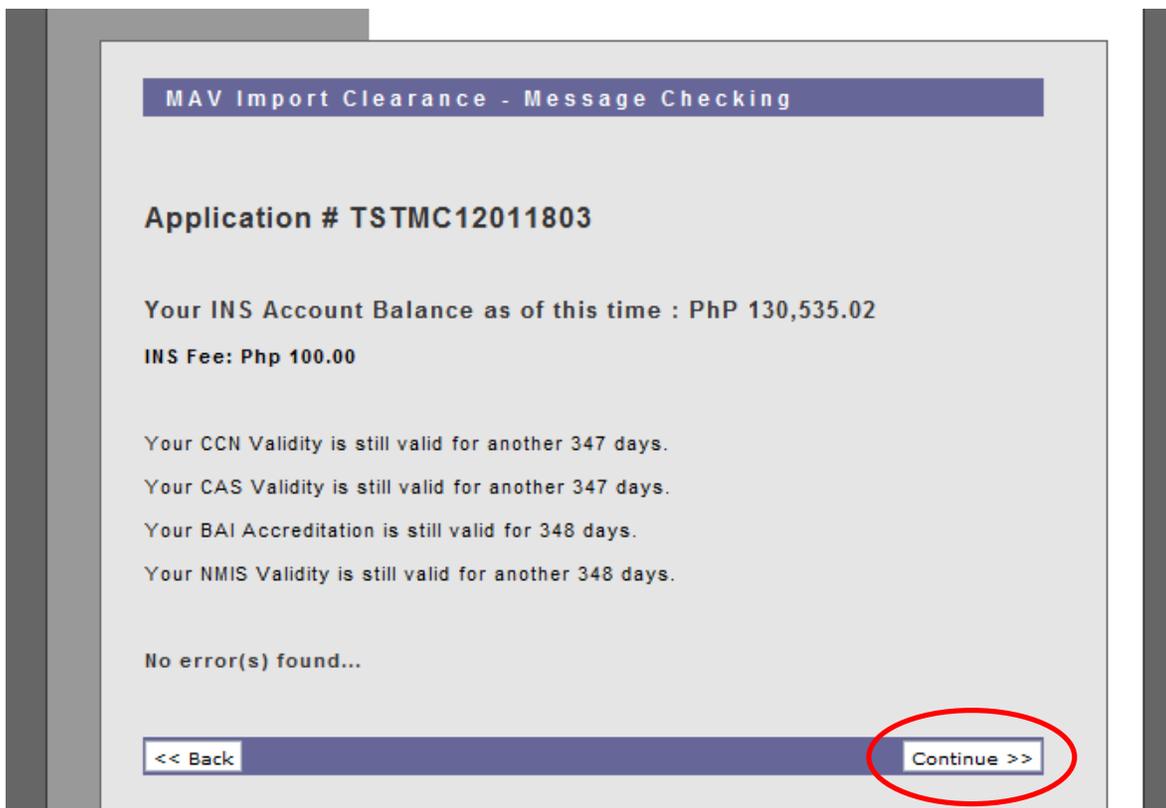
The "Submit" button is circled in red.

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

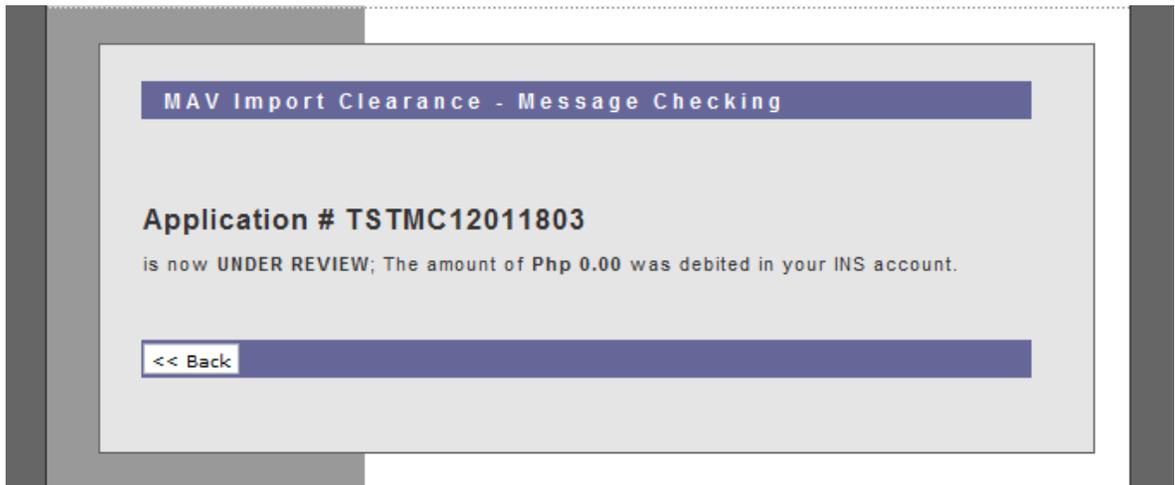
Upon completion, the status of the MAVIC application will change to **CREATED**; once it was CREATED you may Click **"SEND"** to submit your MAVIC application to MAV Secretariat.



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



Then, **Click Continue.**



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	Items:	1
Importer TIN: 333333333	Units:	1
Importer Name: Test Importer	Status:	Approved
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:	1/18/2012 <small>e.g. mm/dd/yyyy</small>
Commercial Invoice Value:	10 USD

Item Page Attach Documents Save

Send **Print Out**

Sample Print out of MAV Import Certificate.

Account No.	1000	MIC Control No.	12100002
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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 Int'l 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:

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