WEB CWS©

Custom's Work Station

User's Manual
V1.04

Table of Contents:

SECTION 1 - INTRODUCTION

The Web Customs Workstation System (WebCWS) is a web based application that enables the electronic transfer of documents between Philippine Economic Zone Authority (PEZA), Bureau of Customs (BoC), Importers/Exporters, Brokers, Forwarders, and other trading parties using the network and technology developed and maintained by InterCommerce Network Services, Inc.

About Web CWS Application:
- Prepare, submit and receive Automated Export Documentation Systems (AEDS) Declarations Online;

- Print PEZA-AEDS declarations and Transaction Receipts in PEZA and BoC prescribed form;

- Look up tables for Customs product codes, tariff rates, and currency exchange rates;

- Manage system information; and

- Allow online visibility on your Import Entries by Clients and Importers.

System Requirements:
- Computer with stable internet access (**1024 X 768** recommended screen resolution)
- Internet Explorer 5.5 or higher; Mozilla Firefox 2.0 or higher
- Flash Player (browser plug-in)
- Microsoft Excel (optional - for reports)
- Microsoft compatible Printer (preferably Laser printer)

Contact Information:

Marketing Department
marketing@intercommerce.com.ph
02-8432792 / 02-8438182

Client Service Department
manilacs@intercommerce.com.ph
02-7521188 / 02-8450509

Mktg and CS-Clark
manilacs@intercommerce.com.ph
jjcatacutan@intercommerce.com.ph
0928-5079044 / 0932-8463480

Mktg and CS-Cebu
manilacs@intercommerce.com.ph
ggobangco@intercommerce.com.ph
032- 514-2995 /0922-8689139

Chat Support:
Yahoo! Messenger and MSN Messenger ID:
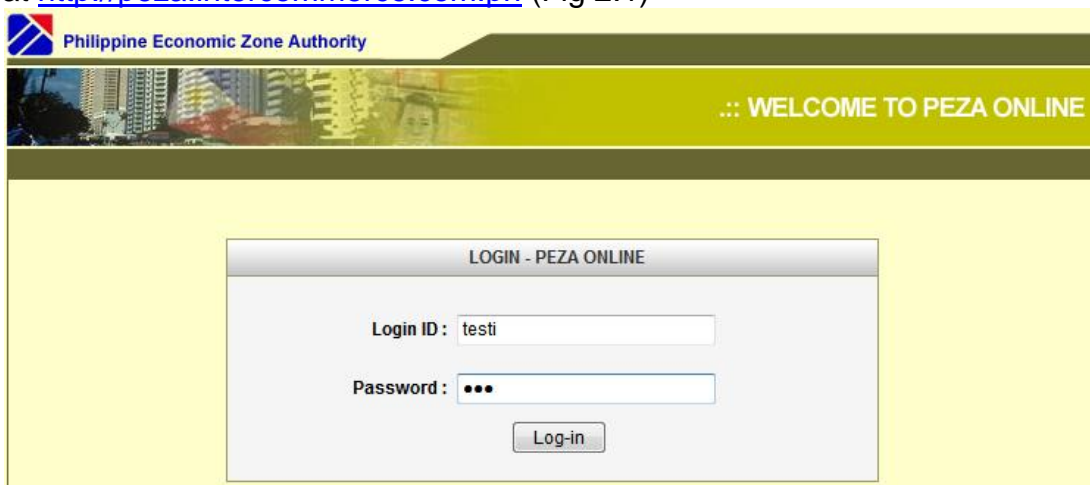### manilacs

SECTION 2 - AEDS PRE-REQUISITES

New PEZA-AEDS requirements:
Below lists must be submitted to Zone Manager and endorsed to INS by the ZM.
1. Annex – A: List of Exportables (Regulated/Unregulated)
2. Annex – B: Proforma Application Letter
3. Annex – C:Designation of Nominee Alternate Signatory
4. Annex – D : Endorsement of the list of Exportables
5. Letter D of Annex – B: INS-VASP Enrollment Form

PEZA Trade System:

Login at http://peza.intercommerce.com.ph (Fig 2.1)
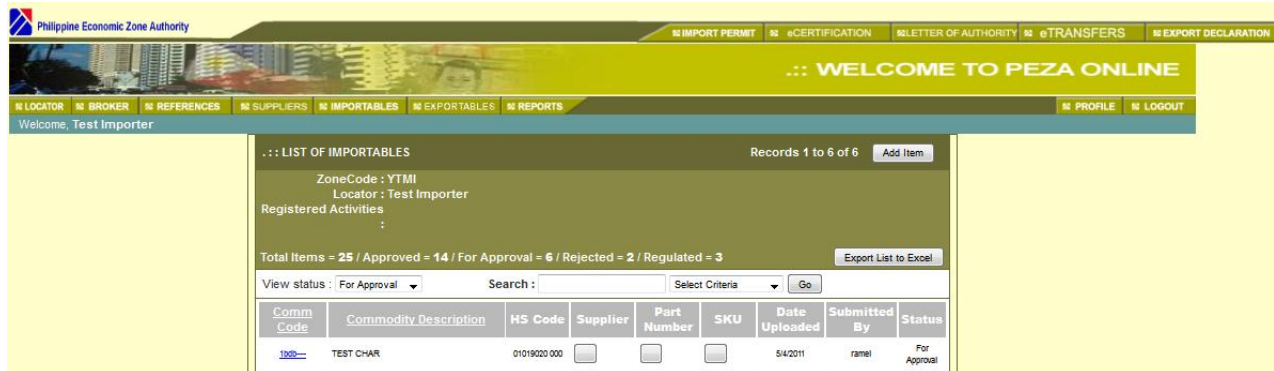
Fig 2.1

Login ID and password will be provided by InterCommerce or you may use your existing Login ID and password for the Electronic Import Permit (eIP) or it will be provided by INS.

Fig 2.2

Additional Features of INS PEZA Trade System will be seen.

Additional Features in the PEZA Trade System:

Import Permit	To view approved/used eIP
eCertification	for PEZA Electronic Zone Transfer System (eZTS) Project (under construction)
Letter of Authority	for PEZA Electronic Zone Transfer System (eZTS) Project (under construction)
eTransfers	for PEZA Electronic Zone Transfer System (eZTS) Project (under construction)
Export Declaration	to view the status of lodged AEDS Declaration **(Fig 2.3)**

Fig 2.3 (Export Declaration Page)

Locator	To view the Locator's company information and to nominate Brokers and/or Forwarders for eIP and AEDS **(Fig 2.4)**
Broker	To view the lists of Brokers/Forwarders
References	To view the table of eIP Fees, HSCodes and Export Shipment Transfer Fees
Suppliers	for PEZA Electronic Zone Transfer System (eZTS) Project (under construction)
Importables	To view the status of uploaded list of Importables and to upload additional list of importables for EIP application
Exportables	To view the status of uploaded list of IExportables and to upload additional list of exportables for AEDs application
Reports	To download reports for EIP and AEDS

How to Nominate:
To nominate Brokers and/or Forwarders for AEDS Declaration, click the **Locator** Tab and the Locator Maintenance window will appear (**Fig 2.4**).

Fig 2.4 (Locator Page)

Note on the Nomination Procedure:
- Nominated Broker is for the nomination of Broker/Forwarder for Electronic Import Permit (eIP)
- Nominated Logistics is for the nomination of Ecozone Logistics Service Enterprise (ELSE) for Electronic Zone Transfer System (eZTS)
- Nominated Forwarder is for the nomination of Broker/Forwarder for Export Documentation

Window for the Nomination will appear (**Fig 2.5**).

Fig 2.5 (Nomination Window)

List of PEZA registered Broker/Forwarder will appear (Fig 2.6).

FORWARDER TIN	FORWARDER NAME	Add
137012200	TEODORO V. ARCEGA, JR	☐
200183928	TEOTIMO C. GAYETA	☐
333333333	TEST BROKER	☑
888888888	TEST BROKER8	☐
888888889	TEST BROKER89	☐
888888888888	TEST FORWARDER	
140347491	TITA D. AUSTRIA	
000172580	TNT EXPRESS WORLDWIDE (PHIL) INC.	
004585392	TRANSCONTAINER (TCL)/LANI B GALLINO	
00329378	TRANS-WORLD BROKERAGE CORPORATION	☐
000413038	UTI GLOBAL LOGISTICS, INC	☐
162647436	VELASCO GJ CUSTOMS BROKERAGE	☐
219861919	VENER R. GULAPA (VRG)	☐
176808449	VICENTE R. TRINIDAD	☐
162414312	VICTOR D. MAGCASI	☐

.::Please Select Forwarder for Export Documentation — Records 301 to 315 of 323

[Add]

Select the desired PEZA registered Broker/Forwarder from the lists and check the box beside the name and click the **Add** Button below.

Note: The list is arranged alphabetically and you may use the arrows below to view the desired PEZA registered Broker/Forwarder Name.

Fig 2.6 (Lists of PEZA Broker/Forwarder)

.::Nominated Forwarders For Export Documentation — Records 1 to 1 of 1

FORWARDER TIN	FORWARDER NAME	Remove
333333333	TEST BROKER	☐

[Remove] [Nominate Forwarder]

Fig 2.7 (Nomination Window)

System will go back to the nominated Window with your current lists of nominated Broker/Forwarder. To nominate additional Broker/Forwarder just follow Fig 2.5 and to remove nominated Broker/Forwarder, check the box beside the name and click Remove.

List of Exportables:

To view the current status of your List of Exportables (LOE), click the **Exportables** Tab and the List of Exportables window will appear (**Fig 2.8**).

Fig 2.8 (List of Exportables Window)

To Add LOE:

From the List of Exportables Window (Fig 2.8), click the **Add Item.**

Click the **Add Item** button

Add Item Window will appear (Fig 2.9).

ADD ITEM

HS Code : 87089492-100 - - - - Steering wheels

90013000-000 - Contact lenses
90014000-000 - Spectacle lenses of glass
90015000-000 - Spectacle lenses of other materials
90019010-000 - - For photographic or cinematographic cameras or
90019090-000 - - Other

*Please do not use Special Chars in Item Code (#,",',%)

Commodity Code : TEST002

General Description : Manufacturing of Wheels

Commodity Description : Mag Wheels

Project Description : Manufacturing of Wheels

Project Date : Jan ▾ 01 ▾ 2010 ▾

Frequency of Exportation :

Frequency of Information field is for the Regulated item only.

Save   << Back

Fig 2.9 (Add Item Window)

Supply the item information in the fields then Click **Save**. Confirmation will appear (see below) then click **OK.**

Added successfully!

OK
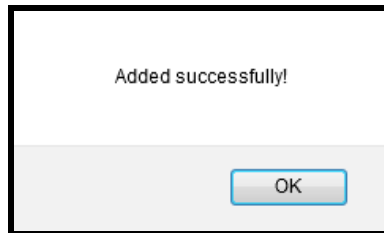
List of Exportables window will appear with the added Item Description. Please note that the uploaded new item will always have a status "For Approval", you may follow up with your ZM/ZA for the approval of the added LOE (Fig 2.10)

.: : LIST OF EXPORTABLES   Records 1 to 1 of 1   Add Item

Total Items = **2** / Approved = **1** / For Approval = **1** / Rejected = **0** ˅   Export List to Excel

View status : For Approval ▾   Search :   Select Criteria ▾ Go

Comm Code	Generic Description	Commodity Description	HS Code	Tar Ext	Project Description	Date of Project Registration	Frequency of Exportation	Date Uploaded	Date Reviewed	Status	Reason of Rejection
TEST002	Manufacturing of Wheels	MAG WHEELS	87089492	100	Manufacturing of Wheels	1/1/2010		12/13/2011		For Approval	

*Fig 2.10 (List of Exportables Window with additional LOE)*

Note:
- *Search-You may search the item by typing the item in the field and by selecting the Commodity Description from the drop down box then click **Go.***
- *Export the List to Excel-Click the button and it will download all LOE in Excel Document*

SECTION 3 – GETTING STARTED

Online Registration:
Once the INS registration form and Information Services Agreement (ISA) has been submitted to InterCommerce, Exporter may already register On-line to be activated by InterCommerce.

Visit www.intercommerce.com.ph and select **Register** (Fig 2.1)
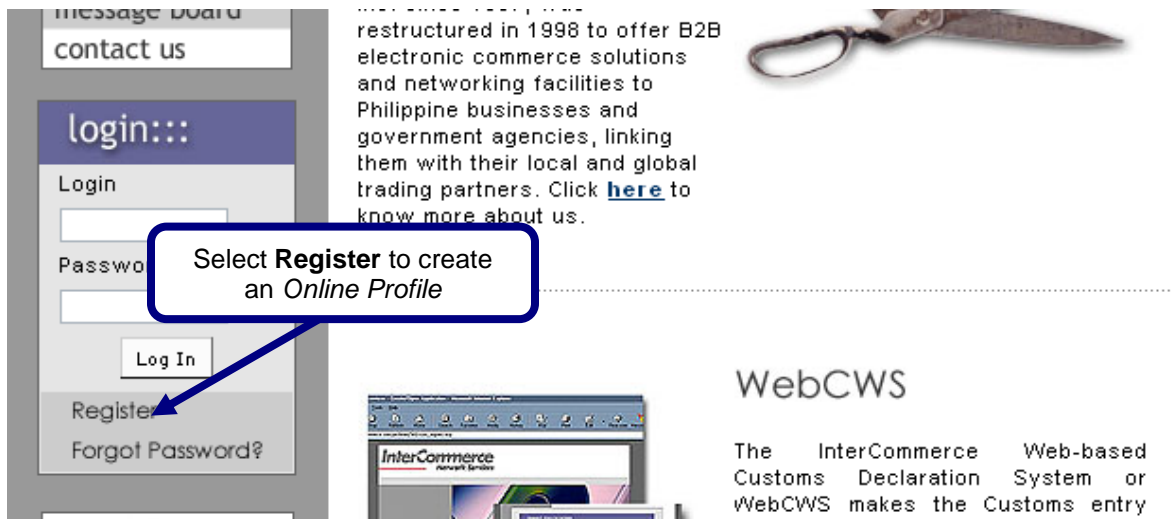
Fig 3.1 InterCommerce Main Page

Fill up all the necessary information and select **submit.** You will be informed if your registration is successful. Please call our **Client Service department** for follow-up on account activation.

To Log-In:
Using the activated UserID and password, login at www.intercommerce.com.ph then click Log-In
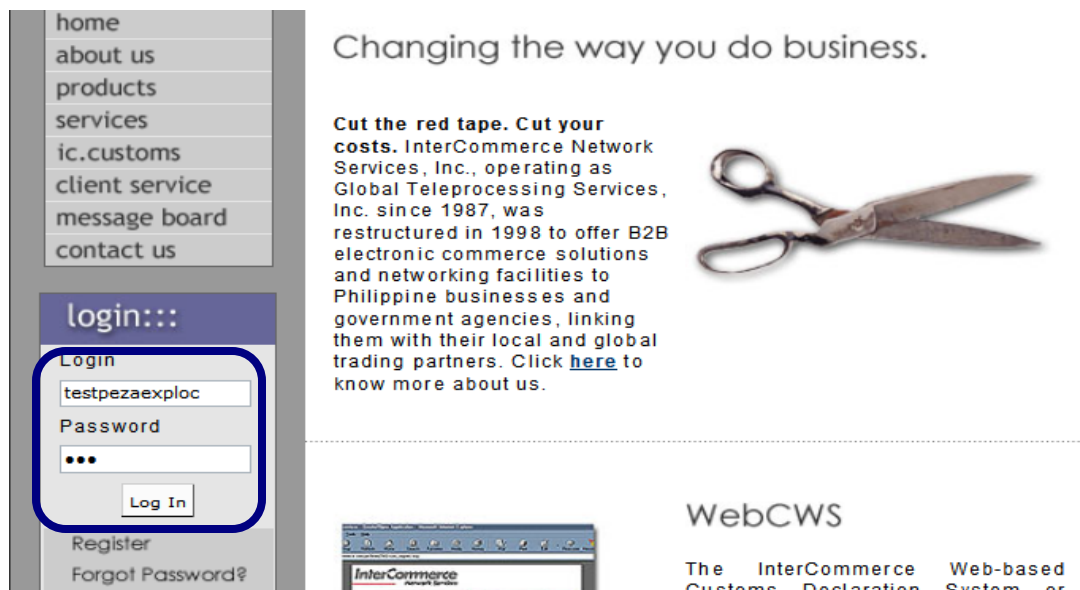
Member's Page:

message board
services
contact us

SECURED BY
GeoTrust
click to verify
13-Sep-11 04:53 GMT

LOGOUT ►

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

Select to Log-out of the system

Select **WebCWS ver 1.04** to begin PEZA-AEDS Lodgment

WebCWS ver 1.04
Create, open and send your import declaration online. No long queues, no waiting. A response can be received from the Bureau of Customs in a matter of minutes.

Cash Advance
View your Cash Advance with us and generate outstanding reports.

Select **Cash Advance** to View INS transactions and current INS Cash Credit

CDC Cash Advance
See your CDC Cash Advance reports here.

CDC LBP Account
Add/Edit/Print your CDC LBP Account here.

Select **Account PEZA Cash Advance Import or Export** to view/download PEZA transactions and current PEZA Cash Credit

PEZA Cash Advance Import
PEZA Cash Advance Export
See your PEZA Cash Advance reports here.

Client Profile Registration System
Register your account with the Bureau of Customs. You may be able to file, amend your information here

Account Info
Want to change your password, email address, or other information regarding your account? Click here to view and modify your account information

Select **Account Info** to view/edit User's Information
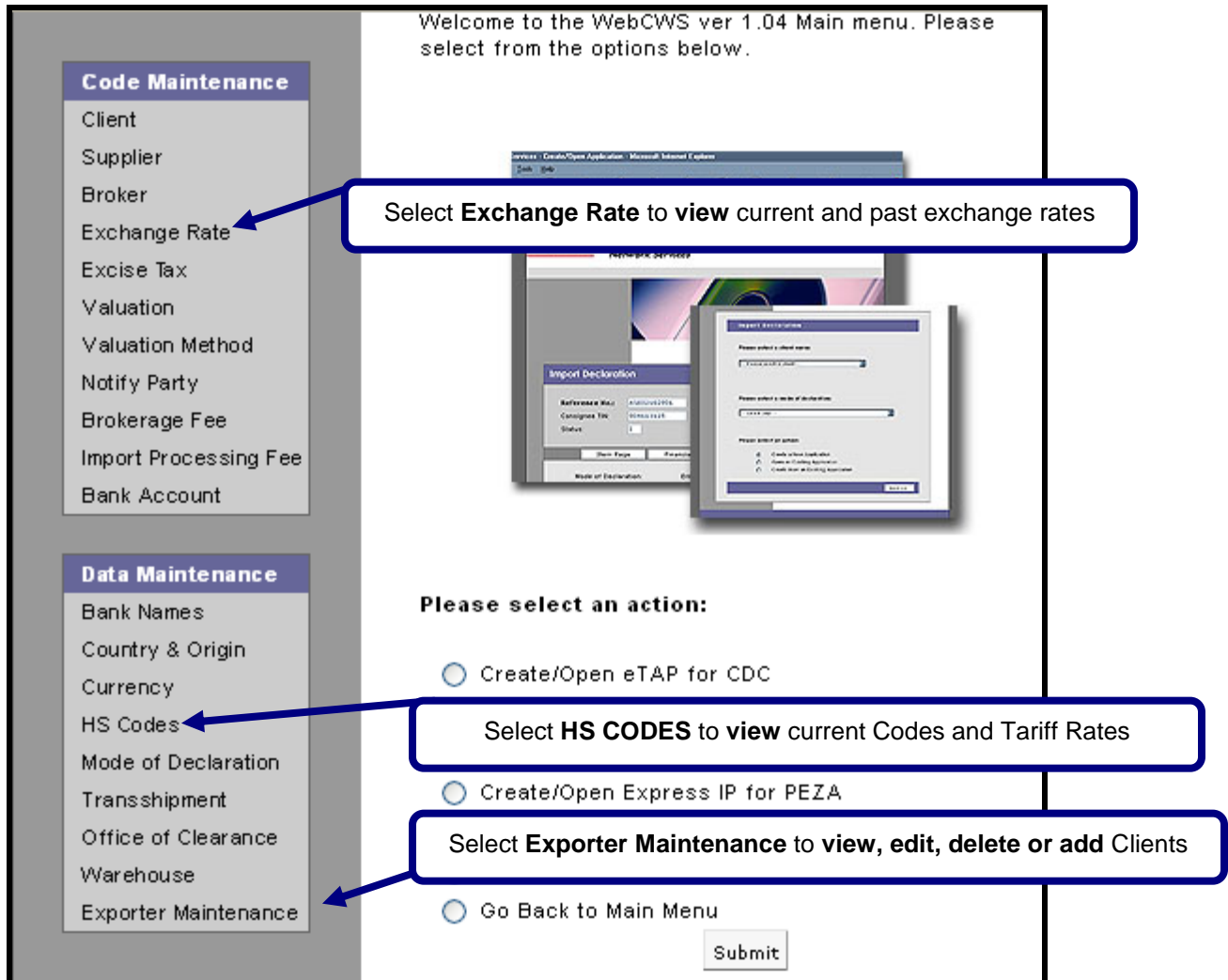
Fig 3.2 WebCWS Member's Page

The **Account Info** link lets you update user's data and password (Fig 2.2). Since all **usernames** and **passwords** are *not case sensitive*, it will be the user's responsibility to regularly update and secure their password. If you think that somebody is using or accessing your account, please contact InterCommerce (by email or fax) immediately to freeze your account.

SECTION 4 – MAINTAINING SYSTEM DATA

Once the user selects **WebCWS ver 1.04,** the WebCWS Main Menu (Fig 4.1) will appear. Options will be made available to enter initial PEZA-AEDS declaration.

Fig 4.1 WebCWS Main Menu

Exporter Maintenance

Fig 4.2

Once the user selects **Exporter Maintenance,** a pop-up window will appear to show the list of client for this account. Select **Add** to add a new Client. This window also allows the user to edit and delete existing data.

White fields are required data. Grayed out fields are optional. Type NA for not applicable fields

A Unique **3 char** alphanumeric code

DUNS. Same as TIN

User is advised to take extra diligence in encoding the correct data

Fig 4.3 Add Client Window

SECTION 5 – PREPARING PEZA AUTOMATED EXPORT DOCUMENTATION SYSTEM

In the WebCWS Main Menu, select **Create/Open Export Documentation for PEZA** button then Click the **Submit** box (Fig 5.1).

Fig 5.1 WebCWS Main Menu

In the next window, select a **Broker/Forwarder Name** from the drop down menu (Fig 5.2)

Fig 5.2

After selecting the **Nominated Broker/Forwarder name,** select the **mode of declaration;** select an **Action** from the lists then click **Next.**

Type of Actions:
- Create a New Application – To create/prepare an application from the start with zero data
- Open an Existing Application – To view approved application or to edit existing unapproved application.
- Create from an Existing Application – To create/prepare an application from an existing approved/unapproved application.

The **Create a New Application** window will appear with the following data:

Fig 5.3

If all the details are correct, select **Continue** to proceed (Fig 5.4).

NOTE:
1. All required fields must be *filled out* before the declaration can be saved. White fields are mandatory and Grey Fields are optional.

2. The **Reference number** will only be stored in the system when the Import declaration is saved for the first time. The format is (**AAAEDYYMMDDXXX**):

AAA – PEZA Locator Code	ED – Export Documentation	YY – Year
MM – Month	DD - Day	XXX - Series Number

3. Drop Down Box are available in some fields for the available items that needs to be selected (see sample below).

General Page:

This button allows you to go back to previous page

LOGOUT ▶

Reference number is auto-generated *(refer to the format description above)*

The following characters are

PEZA - EXPORT DOCUMENTATION

×

ED Status:
I – Incomplete
C -Complete/Created
S - Sent
AG – Approved
ER – Rejected
H- For Inspection
FX-For Cancellation
X- Cancelled

Application No.:	T99ED111209005	Items:	0
Exporter TIN:	999999999	No. of Packages:	0
Exporter Name:	Test Importer	Status:	I

Item Page | Financial | Save

Export Document to: (EX2 - 1) Export With Raw Material Tax Break

Date Created: 12/9/2011 1:23:00 PM

Office of Clearance: Ninoy Aquino Intl Airport ▾

- Select the office of Clearance
- Encode the BL/AWBL

Purpose of Exportation: SALE ▾

---Others (Reason):

Manifest No.:

Bill Of Lading/AirBill: ADV

Total Containers: 0 LCL

If no containers added, considered as LCL

Total Containers field is not editable. This will display the number of containers encoded in the item page.

Importer / Buyer / Consignee Information

Name:	AQS Trading	...
Address:	Makati	
	Makati 1	
	Makati 2	

Name can be selected thru Look-up table or by encoding the details directly on the given fields.

Forwarder Information

Name: Test Broker

Address: Test Address

TIN: 333333333

System will automatically display the Broker/Forwarder information.

Vessel/Aircraft ID, Local Carrier, Locations of Goods, Countries, Ports

Vessel/Aircraft ID: VESSEL001116

Local Carrier:

Location of Goods: 999-IMPORTER'S PREMISE

Province of Origin: CAVITE

Country of Export: PHILIPPINES

Country of Destination: JAPAN

Port: of Loading: NINOY AQUINO INTL. AIRPORT

Port of Departure: Ninoy Aquino Intl Airport

By default, Location of Goods is set to Importer's Premise

Select the Country of Destination from the drop down lists.

Port of Loading and Port of Departure are automatically generated based on the Office of Clearance selected above.

Item Page   Financial   Save

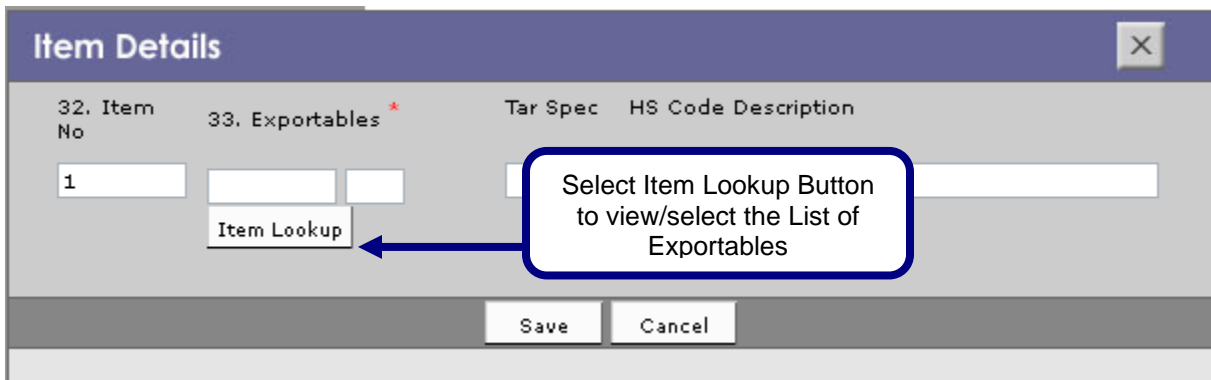Send

Fig 5.4 PEZA-AEDS Declarations - General Page

Item Page
Select Item Page from the General Page (Fig 5.5). The Item Page summary window will appear.
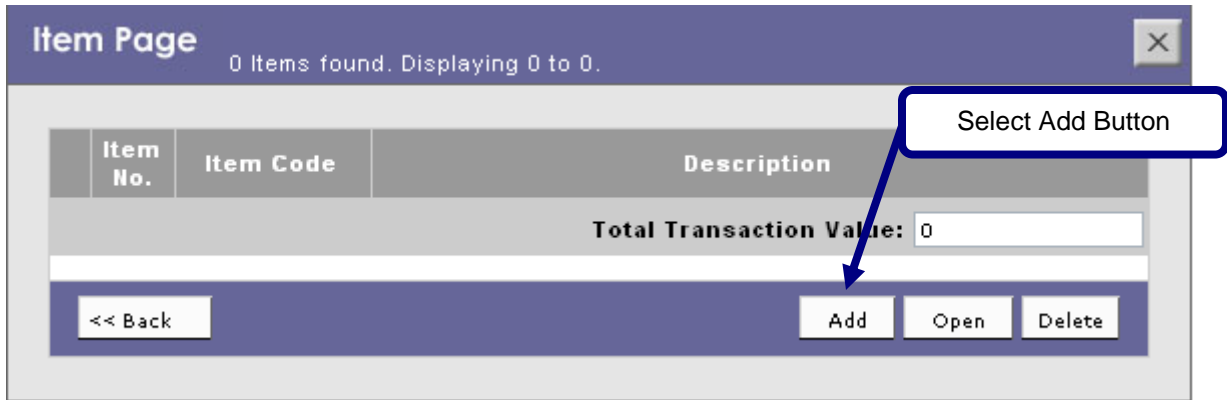
Fig 5.5 Item Page - Summary Window

Select **Add** button to go to the Item Details page (Fig 5.6).

Fig 5.6 Item Details

Once the **Item Lookup** has been selected Pop-up window for **Exportables Lookup** will appear (Fig 5.7).

When the desired Item has been displayed, click the radio button beside the item then click **Select** button.

Fig 5.7 HS Code Lookup

You can search the required Item by (1) entering the first six digits of the HSCODES (2) entering the Commodity Code (3) entering the Commodity Descriptions then click Search Button.

After selecting the appropriate Item, the **Item Details** page will display with the selected data (Fig 5.8). Fill out all the necessary information, and then **save**. Once successfully saved, the **Item Summary** page will appear (Fig 5.9).
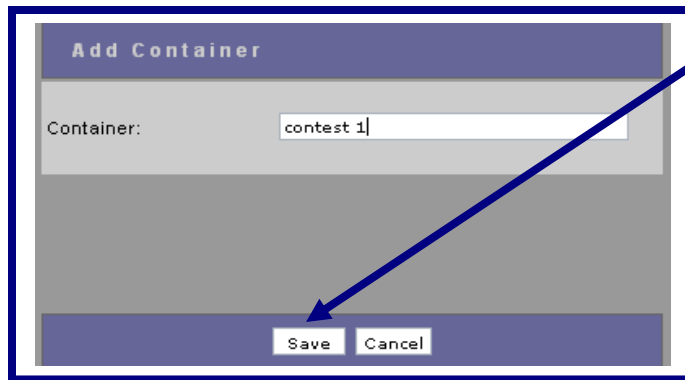

Fig 5.8 Item Details Data

If Add Containers Button has been selected, Additional Containers Window will appear (Fig 5.8A). Select Add Button to add the container details then click SAVE.

Fig 5.8A Additional Containers Window

Type the Invoice Number and Invoice Date

Invoice Number, Invoice Date

Invoice Number: TESTINVOICE
Invoice Date: 12/02/2011   e.g. mm/dd/yyyy

C.O. Code, Preference

C.O. Code: PH - PHILIPPINES
Preference: None

Procedure - Extended Code

Procedure/Extended Code: 1000 [...]

Type the Item Gross, Net Weight and Item Invoice Value

Item Gross Weight, Item Net Weight

Item Gross Weight: 1300 KG
Item Net Weight: 1300 KG

Transaction Value, Export Clearance, Previous Doc

Previous Document:
Item Invoice Value: 6000   USD
EC Number:
EC Amount Deducted:
EC Qty Deducted:

Click SAVE

Save   Cancel

Fig 5.8 Item Details Data (Continuation)

Entering Multiple Items:
To enter additional item select **Add** button, to review/edit previous item Select **Open** and to remove the item select **Delete** button. When adding multiple items, double-check the data per item.

Fig 5.9 Item Page – 1 Item

Enter all the necessary values on the succeeding items. Select **Save** when done.

Financial Page
From the General Page, Click the Financial Button.
The Financial page can only be accessed if there is an existing saved item.

Fig 5.9 Financial Page

Viewing of ED-SAD before Sending:

At the bottom of the General Page, click the **ED-SAD** Icon to view/print the created AEDS.
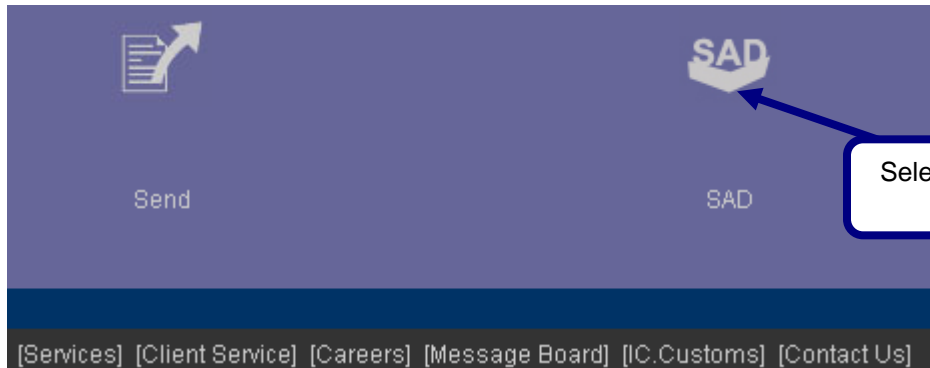
Fig 5.10 General Page Icons (SAD)

User is advice to review the information before sending the AEDS declaration.

. Note, that the SAD information does not contain the Barcode and the ED Reference Number as it is not yet sent and approved.

Note: Unprocessed AEDS application will not have barcode and AEDS Reference number.

SECTION 6 – SENDING AND RECEIVING RESPONSE

At the bottom of the General Page, click the **Send** Icon (Fig 6.1):
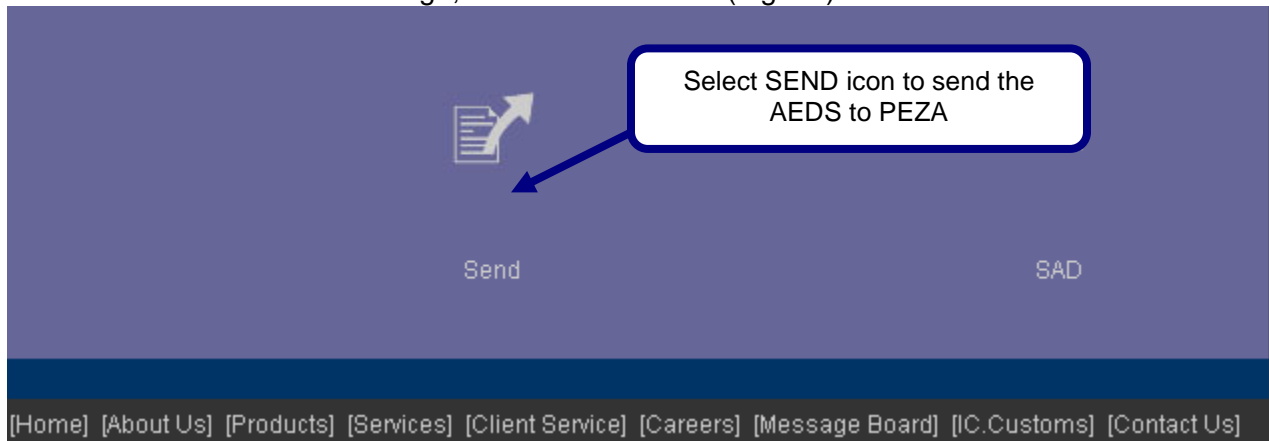
Fig 6.1

Note: *Only AEDS application with C (Created/Completed) status can be send to PEZA for processing.*

The Message Checking window will appear (Fig 6.2). Review the details, and then select the **Continue** button to send to PEZA or select **Back** to go back to General Page.
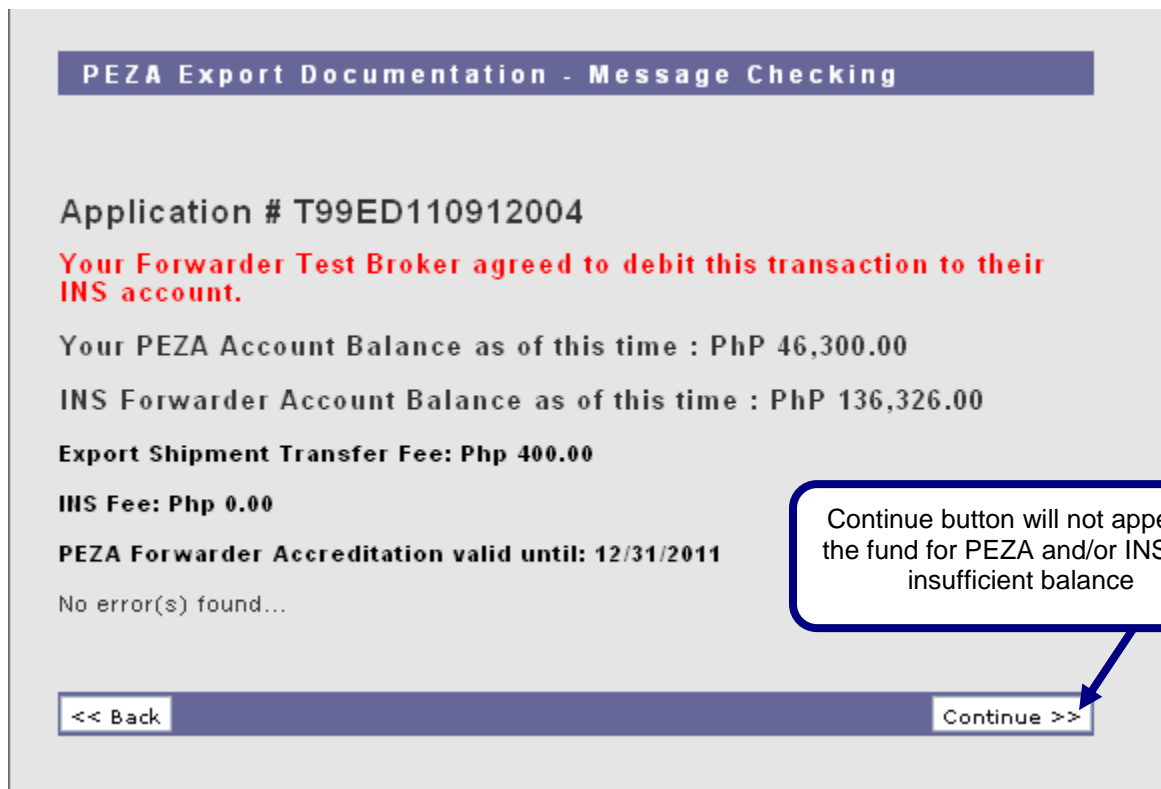
Fig 6.2

Once successfully sent and approved, a confirmation window will appear (Fig 6.3). Select the **Back** button to go back to the **General Page**.

PEZA Export Documentation - Message Checking

Application # T99ED110912004

Your PEZA Export Documentation Number: **XYTMI00010711I** is now **APPROVED** with an Export Shipment Transfer Fee of **Php 400.00** deducted to your PEZA account and an INS Fee of **Php 0.00** deducted to your Forwarder's INS account.

<< Back

Fig 6.3

SECTION 7 – PRINTING

At the bottom of the General Page of the approved declaration (Fig. 7.1 and 7.2)

Status	Remarks	Processed Date
Approved	Auto-Approved	11/29/2011 2:51:11 PM
For Inspection	With Derogatory Findings at Zone	11/29/2011 2:53:33 PM
Approved-Inspected		

You may monitor the AEDS processing thru the **Monitoring Table**

The following characters are not allowed: ' '

PEZA - EXPORT DOCUMENTATION

Application No.:	T99ED111129001	Items:	1
Exporter TIN:	999999999	No. of Packages:	890
Exporter Name:	Test Importer	Status:	AG

ED Status:
I – Incomplete
C -Complete/Created
S - Sent
AG – Approved
ER – Rejected
H- For Inspection
FX-For Cancellation
X- Cancelled

Fig 7.1

Send   ESTF Receipt   SAD   INS Receipt

[Services] [Client Service] [Careers] [Message Board] [IC.Customs] [Contact Us]

Fig 7.2

Export Shipment Transaction Fee (ESTF):

ESTF Receipt Icon – to view/print the PEZA Transaction receipt (Fig 7.3)

Fig 7.3

Export Document - Single Administrative Document (ED-SAD):

SAD Icon – to view/print the ED-SAD with barcode and PEZA Reference Number (Fig 6.4)

Fig 7.4

InterCommerce Transaction Receipt:
INS Receipt Icon – to view/print the InterCommerce Transaction Receipts (Fig 7.5)

InterCommerce
Network Services

Unit 501 the Pearl bank Center 141 Valero Street
Salcedo Village, Makati City
TIN: 000162901000

Transaction Receipt No.	8002211205

Date	:	7/29/2011 8:03:00 PM
Application Number	:	T99ED110714002
Company Name	:	INS
Consignee Name	:	Test Importer
Address	:	Test Address1, Test Address2
TIN	:	999999999
Broker Name	:	Test Broker
Airway Bill/Bill of Lading	:	678905

INS Transaction Fee	:	ED for PEZA
Amount	:	PhP 0.00

Fig 7.5

AEDS System Status:

Code	Description	Remarks
I	Incomplete	Declaration has been partially completed and cannot be sent to PEZA.
C	Complete/Created	Declaration has been completed and can already be sent to PEZA for processing.
S	Sent	Declaration has been sent waiting for PEZA response.
AG	Approved	Declaration has been approved. SAD and ESTF can be printed.
ER	Rejected	Declaration has been rejected by the ZM
H	For Inspection	Declaration has been tag "For inspection" by the ZM
FX	For Cancellation	A request to cancel the declaration
X	Cancelled	ZM confirmed that the declaration has been cancelled.

SECTION 8 – OPEN AN EXISTING APPLICATION

To view/print approved application or edit existing unapproved application.

Fig 8.1

On the Export Documentation Page (Fig 8.1), select the Broker/Forwarder Name and select Open an Existing Application then click **Next>>**

Fig 8.2

All Declarations will appear (Fig 8.2), select the **Reference Number** to open the AEDS declaration to Edit or Submit for AEDS Processing. Declarations with AG Status is uneditable.

SECTION 9 – CREATE FROM AN EXISTING

To create or prepare an application from an existing approved or unapproved application.

Fig 9.1

On the Export Documentation Page (Fig 9.1), select the Broker/Forwarder Name and select Create from an Existing Application then click **Next>>**

Fig 9.2

All Declarations will appear (Fig 9.2), select the **Reference Number** you wish to copy. System will assign New AEDS reference number and is available for editing and sending for AEDS processing.

FAQ: PEZA EST FEE

What is PEZA EST Fee?	The PEZA EST Fee refers to the PEZA Transhipment Fee under the manual procedures. According to PEZA, the said fee was temporarily suspended during the pilot implementation of the old/previous AEDS; the EST fee will now be imposed on all PEZA AEDS transactions.
What is the Computation?	The EST fee is automatically computed based on the LCL or FCL/number of container vans, and the distance between the Ecozone and the Port of Loading, as reflected in the table provided by PEZA. The EST fee is equivalent to 2 containers (and increments of 2 containers) or fraction thereof; LCL export shipments is charged the minimum EST fee. Please see computation sample.
Who Pays for the EST Fee?	The PEZA Locator/Exporter or its nominated Brokers/Forwarders will pay the EST fee, for every AEDS transaction. Please note that 'NO EST Fee Payment - NO Approved PEZA AEDS.
How to Pay?	Just like the eIP Fee, the EST Fee is auto-debited from the Locator/Exporter Account or to the Broker/Forwarder Account.
Where to Pay?	The PEZA Locator/Exporter or its nominated Brokers/Forwarders shall maintain a PEZA Cash Advance Account and remit deposits to the PEZA Cashier at the Ecozone or Head Office. PEZA will then encode it to the PEZA Trade under the Locator/Exporter or Broker/Forwarder Account with the OR number and the amount of the deposit. INS do not issue an Account number
Can you use the current eIP PEZA Cash Advance?	No, INS has separated the CA for Import and Export to have an accurate monitoring of PEZA Fund. Most of the Forwarder has a separate Dept. for Import and Export thus have a separate budget and fund monitoring.
Is it applicable to all Ecozones and Ports of Loading?	Please see Table of EST Fees, indicating the Ecozones and the Ports of Loading.