



# WEB CWS<sup>®</sup>

Custom's Work Station

*User's Manual*

*V1.04*

**InterCommerce**  

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**Network Services**

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## **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**

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02-8432792 / 02-8438182

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#### **Chat Support:**

Yahoo! Messenger and MSN Messenger ID:

**manilacs**

## **SECTION 2 - AEDS PRE-REQUISITES**

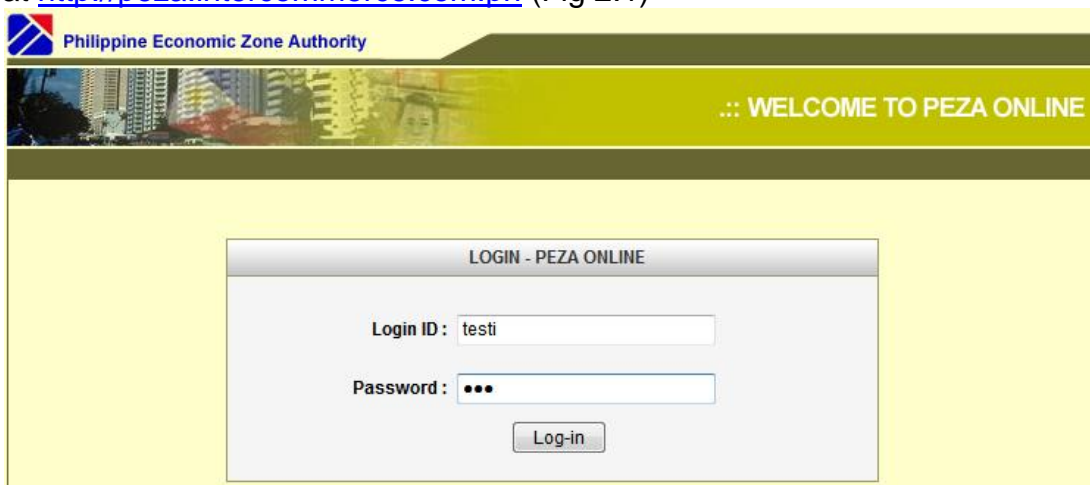
### **New PEZA-AEDS requirements:**

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)



Philippine Economic Zone Authority

WELCOME TO PEZA ONLINE

LOGIN - PEZA ONLINE

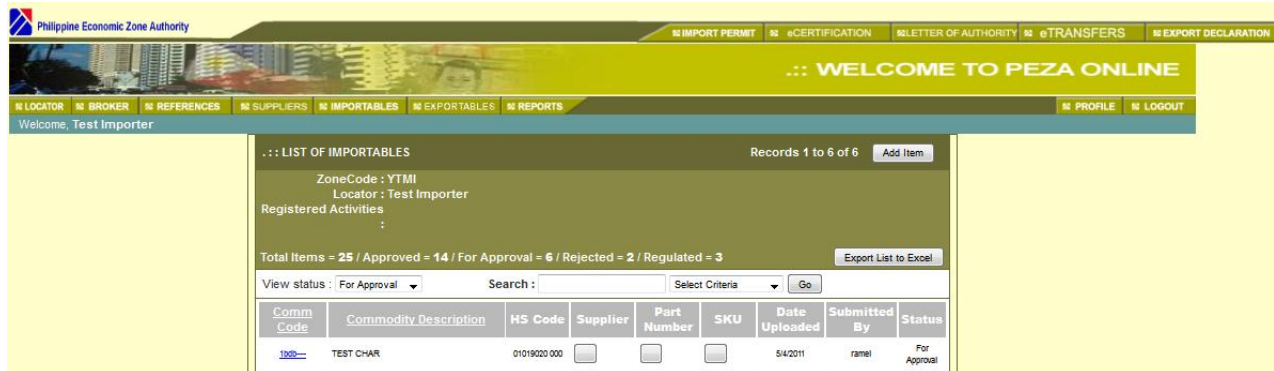
Login ID : testi

Password : ●●●

Log-in

**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.



Philippine Economic Zone Authority

WELCOME TO PEZA ONLINE

LOCATOR BROKER REFERENCES SUPPLIERS IMPORTABLES EXPORTABLES REPORTS PROFILE LOGOUT

Welcome, Test Importer

LIST OF IMPORTABLES Records 1 to 6 of 6 Add Item

ZoneCode : YTM1  
Locator : Test Importer  
Registered Activities :

Total Items = 25 / Approved = 14 / For Approval = 6 / Rejected = 2 / Regulated = 3 Export List to Excel

View status : For Approval Search : Select Criteria Go

Comm Code	Commodity Description	HS Code	Supplier	Part Number	SKU	Date Uploaded	Submitted By	Status
1000	TEST CHAR	01019020 000				5/4/2011	ranel	For Approval

**Fig 2.2**

Additional Features of INS PEZA Trade System will be seen.

### Additional Features in the PEZA Trade System:

IMPORT PERMIT	eCERTIFICATION	LETTER OF AUTHORITY	eTRANSFERS	EXPORT DECLARATION
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 ( <b>Fig 2.3</b> )			

Records 1 to 6 of 6

Search Exp Doc No  Find View all Date Sent: Dec 12 2011 Go View status by: All

Search for  Search key  Find

Appl No.	ED Number	Approved	Exporter	End of 30 Mins	Released	Transferred	Status
<a href="#">T99ED111124005</a>	XYTMI001109111	11/24/2011 11:33:13 AM	Test Importer	11/24/2011 12:03:13 PM			Approved
<a href="#">T99ED111004001</a>	XYTMI000735111	10/5/2011 10:56:35 AM	Test Importer	10/5/2011 11:28:35 AM	9/1/2011		Released
<a href="#">T99ED110929001</a>	XYTMI000734111	10/4/2011 6:45:00 PM	Test Importer	10/4/2011 7:15:00 PM	10/3/2011	10/4/2011 7:12:31 PM	Transferred
<a href="#">T99ED110714002</a>	XYTMI000149111	7/29/2011 8:03:00 PM	Test Importer	7/29/2011 8:33:00 PM		7/29/2011 8:42:22 PM	Transferred

**Fig 2.3 (Export Declaration Page)**

LOCATOR	BROKER	REFERENCES	SUPPLIERS	IMPORTABLES	EXPORTABLES	REPORTS
Locator	To view the Locator's company information and to nominate Brokers and/or Forwarders for eIP and AEDS ( <b>Fig 2.4</b> )					
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**).

LOCATOR MAINTENANCE - VIEW

PEZA Locator Code : TST99999

Zone : YTM/ Realty - SEZ

PEZA Reg. No. : TST99999

T.I.N. : 999999999

D.U.N.S. : 99999999000

Company : Test Importer

Address : Test Address1,  
Test Address2

Line of Business :

Regular Imports :

Nominated Broker   Nominated Logistics   Nominated Forwarder   <- Back

Select Nominated Forwarder button

**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**).

: : Nominated Forwarders For Export Documentation

Records 0 to 0 of 0

FORWARDER TIN	FORWARDER NAME	Remove
---------------	----------------	--------

Remove   Nominate Forwarder

Select Nominate Forwarder button

**Fig 2.5 (Nomination Window)**

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

Records 301 to 315 of 323

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

Add

Navigation: ⏪ ⏩

**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)**

Records 1 to 1 of 1

FORWARDER TIN	FORWARDER NAME	Remove
333333333	TEST BROKER	<input type="checkbox"/>

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.

**Note on the Payment Procedure:**

- Your nominated Broker/Forwarder for Export Documentation must accept/confirm your nomination using its own INS online account so that the PEZA ESTF and INS payment will be charged to automatically to Broker/Forwarder account.
- Should the nominated Broker/Forwarder for Export do not accept/confirm Exporter nomination, a PEZA Cash Advance by the Exporter is necessary.
- Nominated Broker/Forwarder may also have a PEZA Cash Advance specifically for the Exporter's Account.

**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**).

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
<a href="#">FRP1212216</a>		TEST ITEMS 16	39219090	000	Test Items 16	12/31/2010		6/12/2010	12/2/2011 10:33:00 AM	Unregulated	
<a href="#">VC-000-01</a>		VIDEO CONFERENCE SYSTEM	85322900	000	video conference assembly	1/1/1900		6/2/2011	12/2/2011 10:33:00 AM	Regulated	

**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

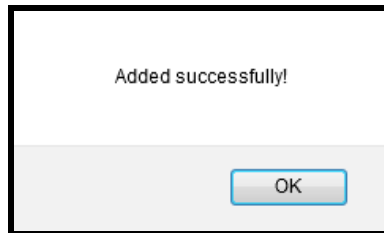
Comm Code	Generic Description	Commodity Description	HS Code	Tar Ext	Project Description	Date of Project Registration	Frequency of Exportation	Date Uploaded	Date Reviewed	Status	Reason of Rejection
<a href="#">FRP1212216</a>		TEST ITEMS 16	39219090	000	Test Items 16	12/31/2010		6/12/2010	12/2/2011 10:33:00 AM	Unregulated	
<a href="#">VC-000-01</a>		VIDEO CONFERENCE SYSTEM	85322900	000	video conference assembly	1/1/1900		6/2/2011	12/2/2011 10:33:00 AM	Regulated	



Add Item Window will appear (Fig 2.9).

**Fig 2.9 (Add Item Window)**

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

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:**

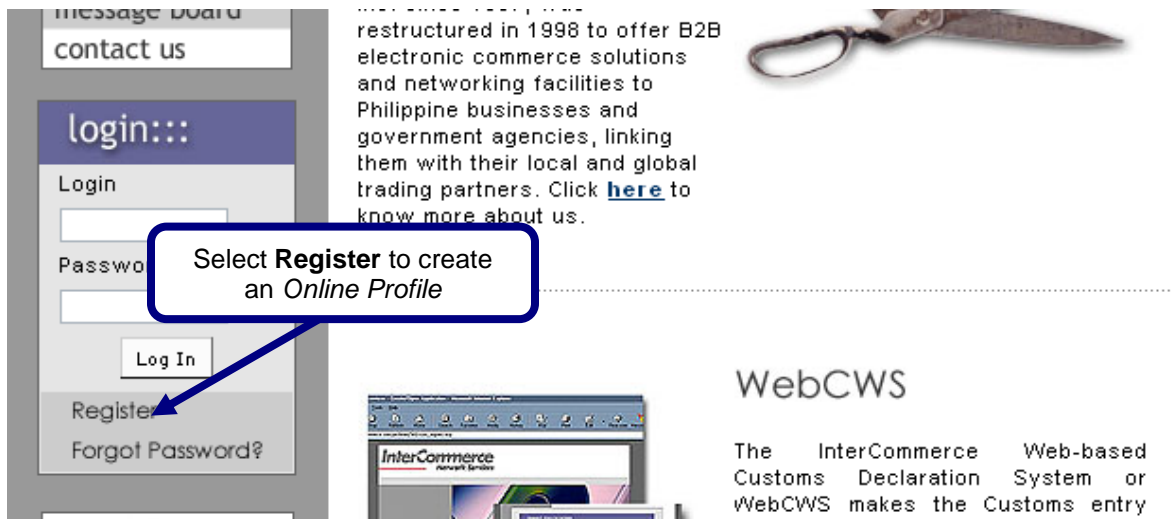
- Search-You may search the item by typing the item in the field and by selecting the Commodity Description from the drop down box then click **Go**.
- Export the List to Excel-Click the button and it will download all LOE in Excel Document

## 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](http://www.intercommerce.com.ph) and select **Register** (Fig 2.1)

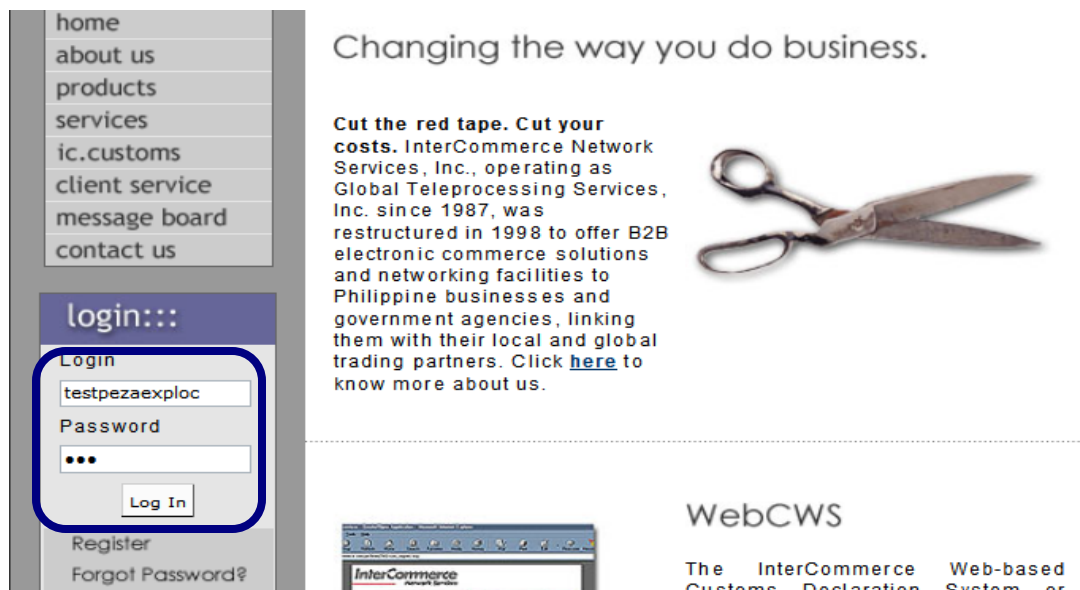


**Fig 3.1 InterCommerce Main Page**

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](http://www.intercommerce.com.ph) then click Log-In



## Member's Page:

The screenshot shows the WebCWS Member's Page interface. On the left, there is a sidebar with a 'message board', 'services', and 'contact us' menu. Below the menu is a GeoTrust security seal with the text 'SECURED BY GeoTrust click to verify' and a timestamp '13-Sep-11 04:53 GMT'. The main content area is titled 'Welcome to the Members' Page! Please select a module.' and features a 'LOGOUT' link in the top right corner. Five callout boxes with arrows point to specific links: 1. 'WebCWS ver 1.04' with the instruction 'Select WebCWS ver 1.04 to begin PEZA-AEDS Lodgment'. 2. 'Cash Advance' with the instruction 'Select Cash Advance to View INS transactions and current INS Cash Credit'. 3. 'PEZA Cash Advance Import' and 'PEZA Cash Advance Export' with the instruction 'Select Account PEZA Cash Advance Import or Export to view/download PEZA transactions and current PEZA Cash Credit'. 4. 'Account Info' with the instruction 'Select Account Info to view/edit User's Information'. 5. 'LOGOUT' with the instruction 'Select to Log-out of the system'.

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.

**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.

**CDC Cash Advance**  
See your CDC Cash Advance reports here.

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

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

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

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

Select **Account Info** to view/edit User's Information

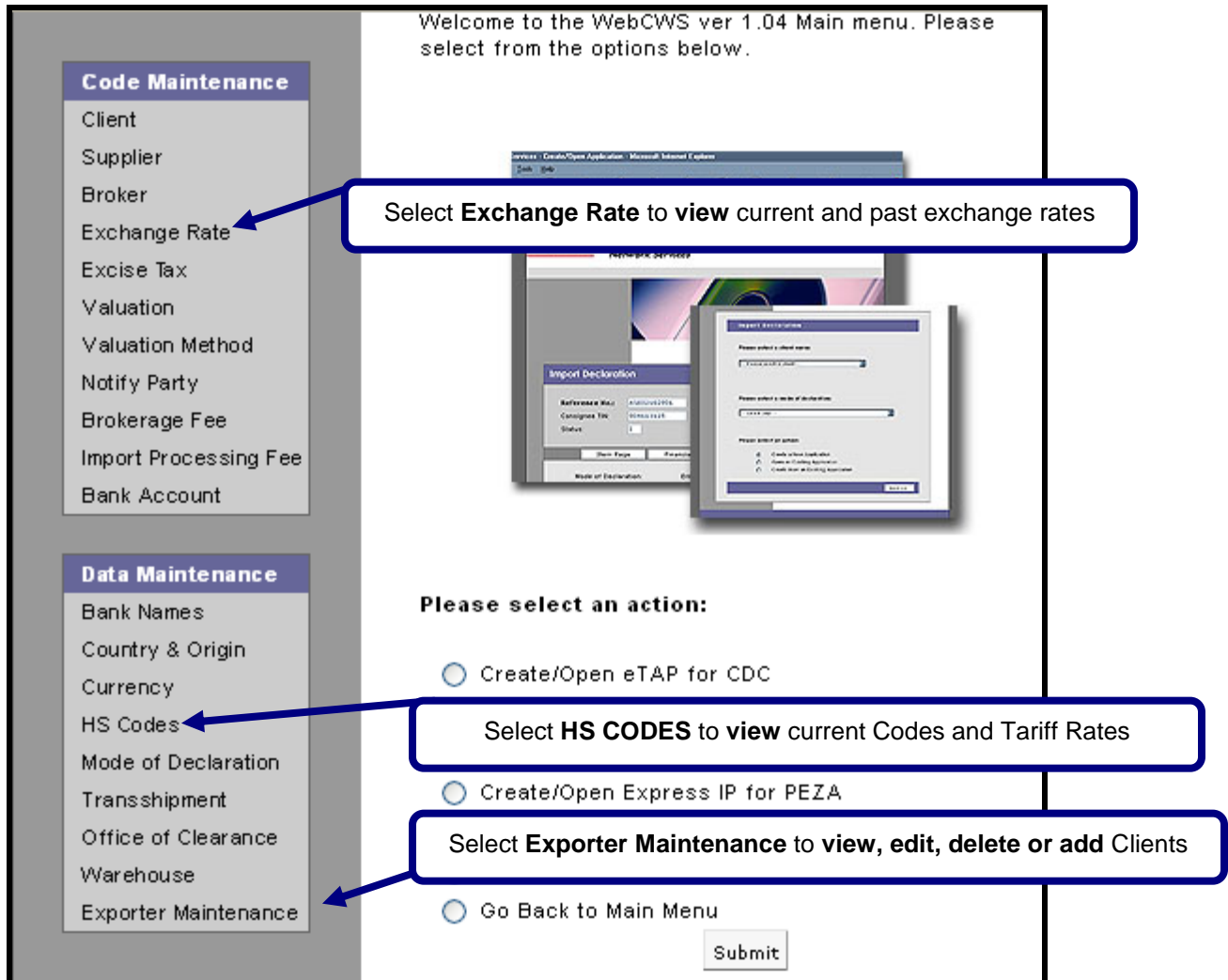
Select to Log-out of the system

**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

Code Maintenance > Exporter - PEZA

Code	Name	Address	Query
w21	AQS Trading	Makati Makati 1 Makati 2 Makati 3	<a href="#">Edit</a> <a href="#">Delete</a>
CWG	CWG	116 WILBUR PLACE BOHEMIA NEW YORK	<a href="#">Edit</a> <a href="#">Delete</a>
A12	Renesas Kansai Semiconductor Co.Ltd	1, Azahigashishima,Omaki,Harue-Cho Sakai-Shi, Fukui Pref. 919-0402 Japan	<a href="#">Edit</a> <a href="#">Delete</a>
A13	Rohm Integrated Systems (Thailand)	Co., Ltd. 101/94, 102 Navanakorn Industrial Zone, Moo 20, Phaholyothin Road, Tambol Khlong-Nueng, Amphur Kh Luong, Pathumthani Province, 1	
PEZ	Test PEZA Exporter	Test PEZA Address Test PEZA Address1 Test PEZA Address2 Test PEZA Address3	<a href="#">Edit</a> <a href="#">Delete</a>

1

Add Close

To Edit Client Information

To Delete Client Information

To add new Client

**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.

Please fill in the necessary information:

Code: w21

Name: AQS Trading

TIN: 123456789012

DUNS: 123456789012

Address: Makati

Makati 1

Makati 2

Makati 3

Name of City: Makati

Country Code: PH

Zip Code: 0000

Region: na

Contact Info:

Contact Person: na

E-mail: na

Fax No.: na

Tel. No.: na

Save Cancel

A Unique 3 char alphanumeric code

DUNS. Same as TIN

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

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).

**Data Maintenance**

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

Please select an action:

- Create/Open Import Declaration
- Create/Open Export Declaration
- Create/Open eTAP for CDC
- Create/Open eTAP for SBMA
- Create/Open Import Permit for PEZA
- Create IEIRD Supplemental Declaration on Valuation Page 1
- Create IEIRD Supplemental Declaration on Valuation Page 2
- Create CTF
- Create/Open Express IP for PEZA
- Create/Open Export Documentation for CDC
- Create/Open Export Documentation for PEZA
- Go Back to Main Menu

Submit

Select Create/Open Documentation for PEZA then click Submit

**Fig 5.1 WebCWS Main Menu**

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

**Export Documentation for PEZA**

Please select a forwarder name:

---Please select a Forwarder---  
---Please select a Forwarder---  
Test Broker

Please select a mode of declaration:

(EX2 - 1) Export With Raw Material Tax Break

Please select an action:

- Create a New Application
- Open an Existing Application
- Create from an Existing Application

<< Back Next >>

Drop down button. Select the nominated Broker/Forwarder

Select appropriate mode of declaration

Select an Action from the lists

Select Next>> when done

**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:**

LOGOUT ▶

*The following characters are not allowed*

**PEZA - EXPORT DOCUMENTATION**

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 ▼

Purpose of Exportation: SALE ▼

---Others (Reason):

Manifest No.:

Bill Of Lading/AirBill: ADV

Total Containers: 0    LCL

*If no containers added, considered as LCL*

**Importer / Buyer / Consignee Information**

Name: AQS Trading ...

Address: Makati

Makati 1

Makati 2

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

This button allows you to go back to previous page

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

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

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

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



**Forwarder Information**

Name:

Address:

TIN:

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

Vessel/Aircraft ID:

Local Carrier:

Location of Goods:

Province of Origin:


Country of Export:

Country of Destination:

Port of Loading:

Port of Departure:

Item Page   Financial   Save

 Send

System will automatically display the Broker/Forwarder information.

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

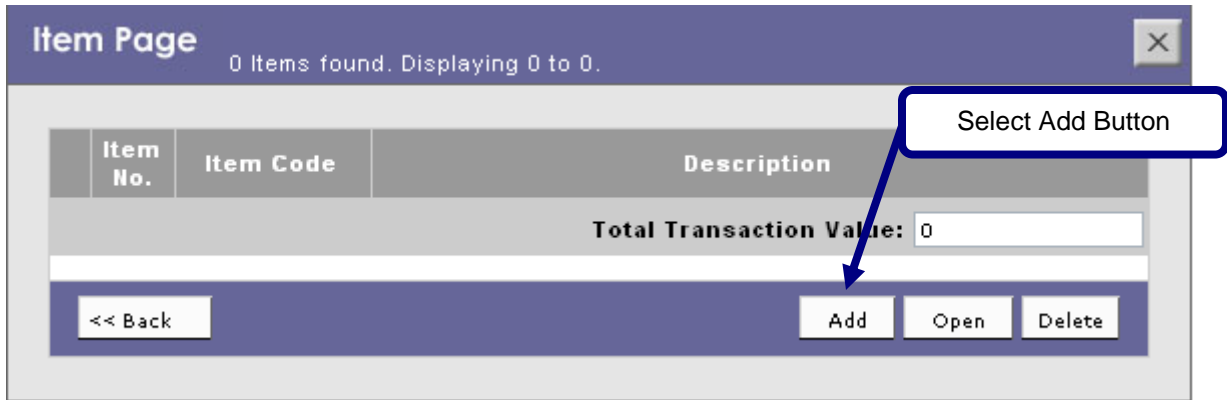
Select the Country of Destination from the drop down lists.

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

**Fig 5.4 PEZA-AEDS Declarations - General Page**

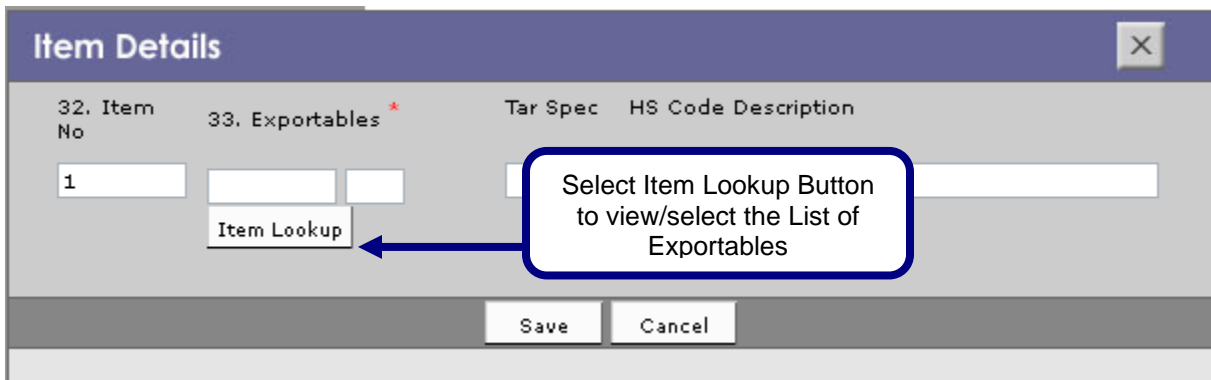
### Item Page

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.

	HS Code	HS Code (AHTN)	Commodity Description	Commodity Code	Status
<input type="radio"/>	39219090	000	Test Items 16	FRP1212216	Unregulated
<input type="radio"/>	85322900	000	Video conference system	VC-000-01	Unregulated

Radio Button

Click Select when done

Search Area

HS Code :

Com Code :

Com Desc :  Search

Select Cancel

**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).

Item Details

32. Item No	33. Exportables *	Tar Spec	HS Code Description
1	85322900 000 Item Lookup		-- Other

Save Cancel

Marks & Nos., No. of Packages, Container Nos.

Marks and Numbers: NO MARKS

No. of Packages/Units: 123 PK - PACKAGE

Container Numbers: Add Containers *Use the Container details if FCL only*

Goods Description

Description: Video conference system

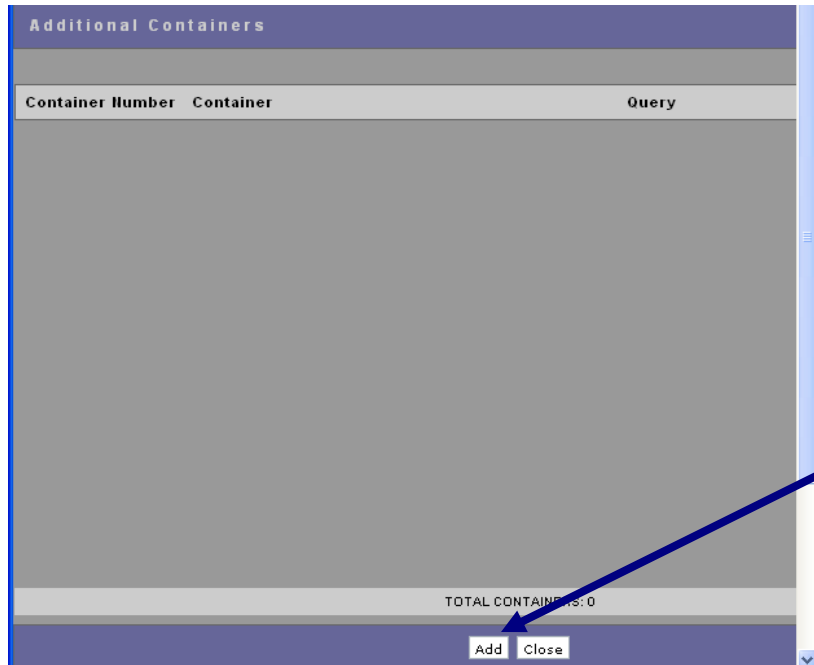
Always use this button to go back

If FCL, select Add Containers Button (Fig 4.8A)

Item Description will be displayed as selected on the Item Lookup

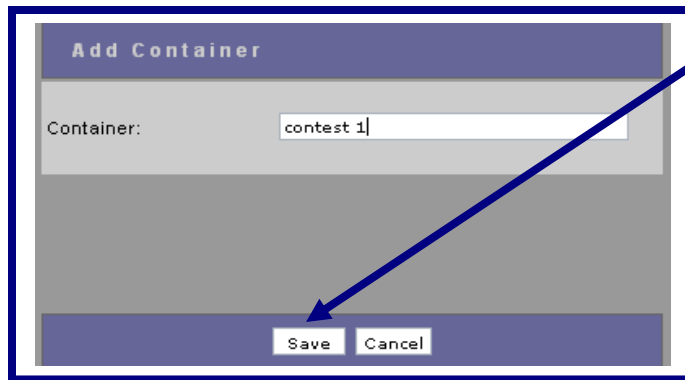
**Fig 5.8 Item Details Data**

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.



Select Add Button to add the containers details.

**Fig 5.8A Additional Containers Window**



Type the container details then Save.

**Invoice Number, Invoice Date**

Invoice Number:

Invoice Date:  e.g. mm/dd/yyyy

**C.O. Code, Preference**

C.O. Code:

Preference:

**Procedure - Extended Code**

Procedure/Extended Code:  ...

**Item Gross Weight, Item Net Weight**

Item Gross Weight:  KG

Item Net Weight:  KG

**Transaction Value, Export Clearance, Previous Doc**

Previous Document:

Item Invoice Value:

EC Number:

EC Amount Deducted:

EC Qty Deducted:

**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.

The screenshot shows a window titled "Item Page" with a close button (X) in the top right corner. Below the title bar, it says "1 Items found. Displaying 1 to 1." The main content area contains a table with the following data:

Item No.	Item Code	Description
1	85322900 . 000	VIDEO CONFERENCE SYSTEM

Below the table, there is a field for "Total Transaction Value" with the value "1234". At the bottom of the window, there are three buttons: "<< Back", "Add", "Open", and "Delete".

Annotations:

- A callout box on the left points to the "<< Back" button with the text: "Select <<Back button to go back to General Page".
- A callout box on the right points to the "Add" button with the text: "Select Add to add additional 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.

The screenshot shows a window titled "Financial" with "Save" and "Cancel" buttons at the top. The page is divided into two main sections:

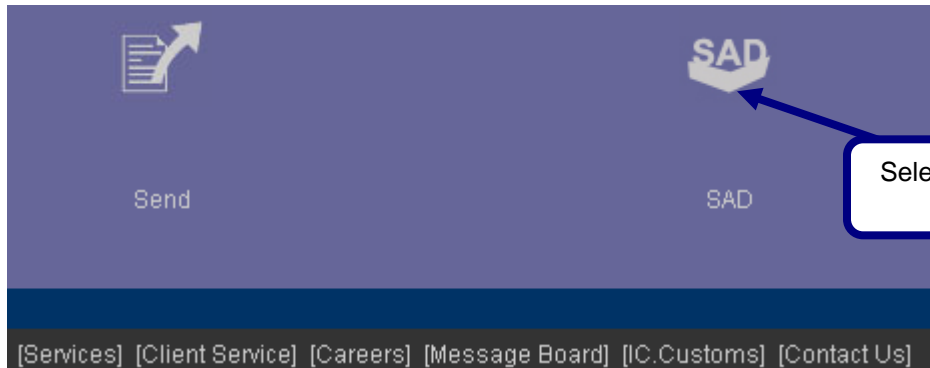
- Bank Information:** This section contains several input fields: "Bank Name" (PCHC), "Branch Name" (N.A.), "Reference No.:" (000000), and "Internal Reference:". A callout box on the right explains: "Bank Information: In preparation for the E2M BoC AEDS, Bank name has been defaulted to PCHC and Branch Name is N.A. Reference Number, currently Exporter may type 000000 or the BRN issued by Authorized Agent Bank (AAB)."
- Costs and Currencies:** This section contains a "Transaction Value" field with the value "1,234.00" and a currency dropdown menu set to "USD". A callout box on the left points to the value field with the text: "Total Value as per declared in the item page".

At the bottom of the window, there are "Save" and "Cancel" buttons. A callout box on the right points to these buttons with the text: "Click to **SAVE** button to Store the information and go back to General Page. Click **CANCEL** button to go back to General Page without changes."

**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.

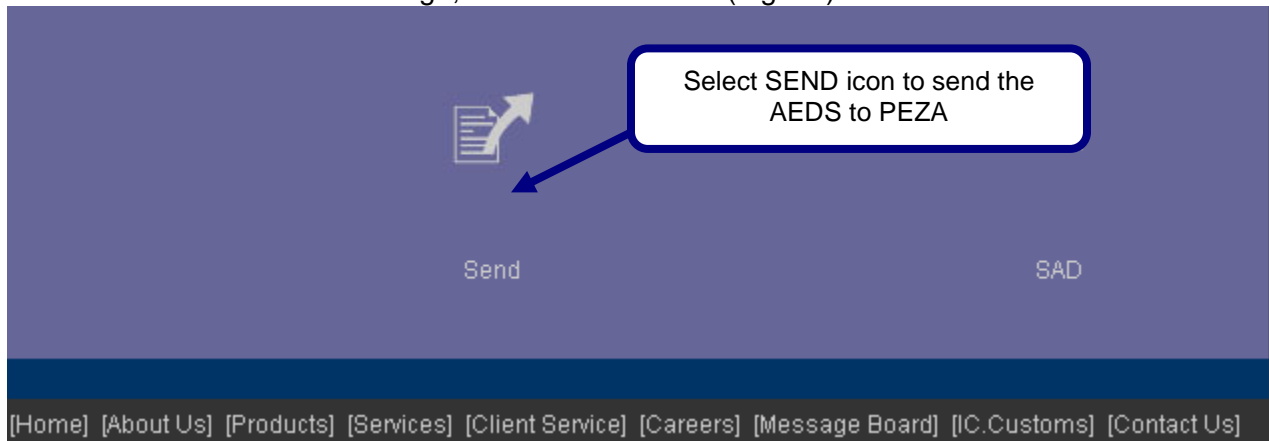
. Note, that the SAD information does not contain the Barcode and the ED Reference Number as it is not yet sent and approved.

BOC EXPORT SINGLE ADMINISTRATIVE DOCUMENT				Office of DISMIS/EXPORT	
I C U S T O M E R	2. Exporter / Supplier Address TIN: 9999999999 Test Importer Test Address1 Test Address2			1. DECLARATION Office Code: F03 Ninoy Aquino Intl Airport	
	8. Importer / Consignee, Address AQS Trading Makati Makati 1 Makati 2			9. Registry Office : YTMI Realty - SEZ	
	14. Declared Address TIN: 3333333333 Test Broker Test Address			15. Country of Export PHILIPPINES	
	18. Vessel / Aircraft Registry No. 19. CI 1 0			16. Country of Origin PHILIPPINES	
S T A T E M E N T	21. Local Carrier (if any)			20. Terms of Delivery FOB Free on board	
	25. Port of Departure P03 Ninoy Aquino Intl Airport			22. F. Cur. USD	
	27. Point of Loading NINYO AQUINO INTL AIRPORT PH			23. Total Customs Value 1.00	
	30. Province of Origin ABRA			24. Each Rate 0	
P A C K A G E S	31. Packages and Description of Goods Marks & No. 1 Number and Kind 1 AE Aerosol			32. Item No. 1 HS Code 39219000	
	34. C.O. Code PH			35. Item Gross Weight 1 Kg.	
	37. Procedure 1000			38. Item Net Weight 1 Kg.	
	40a. AHS / BL 1			40b. Previous Decl. No. 1	
A D D I T I O N A L	44. Add'l Info Export Clearance No.: TEST ITEMS 16			42. Item Customs Value (F. Cur.) 1	
	47. Tax Type			43. Val Method 1	
	48. Prepaid Account No.			45. Adjustment	
	49. Identification of Warehouse			46. Statistical (PSP) Value	
51. AUTHORIZATION Name of Agency: Print Name Position Date Valid Until			47a. ACCOUNTING DETAILS Method of Payment : Assessment Number : Date : Total Fees 0.00 Total Assessment 0.00		
52. Bureau of Customs (BOC) Control Printed Name and Signature Date			50. Declarant Printed Name and Signature of Declarant Printed Name and Signature Position Date		

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

## SECTION 6 – SENDING AND RECEIVING RESPONSE

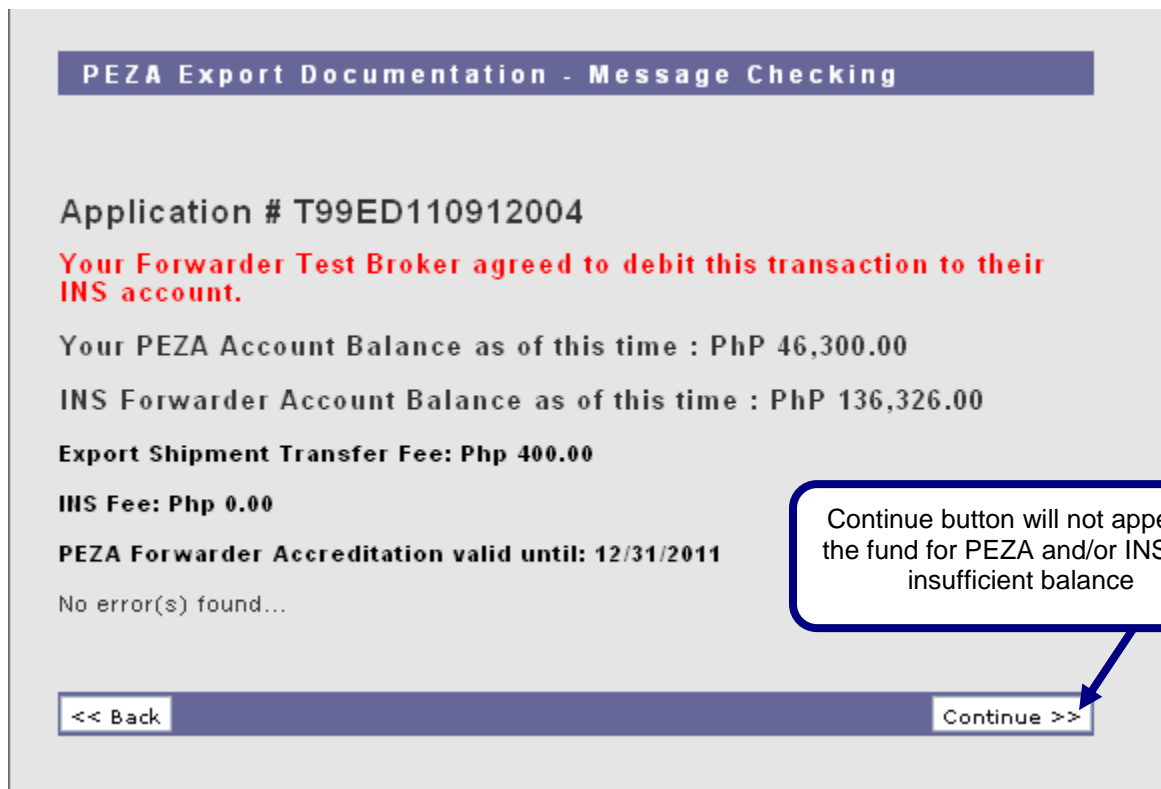
At the bottom of the General Page, click the **Send** Icon (Fig 6.1):



**Fig 6.1**

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

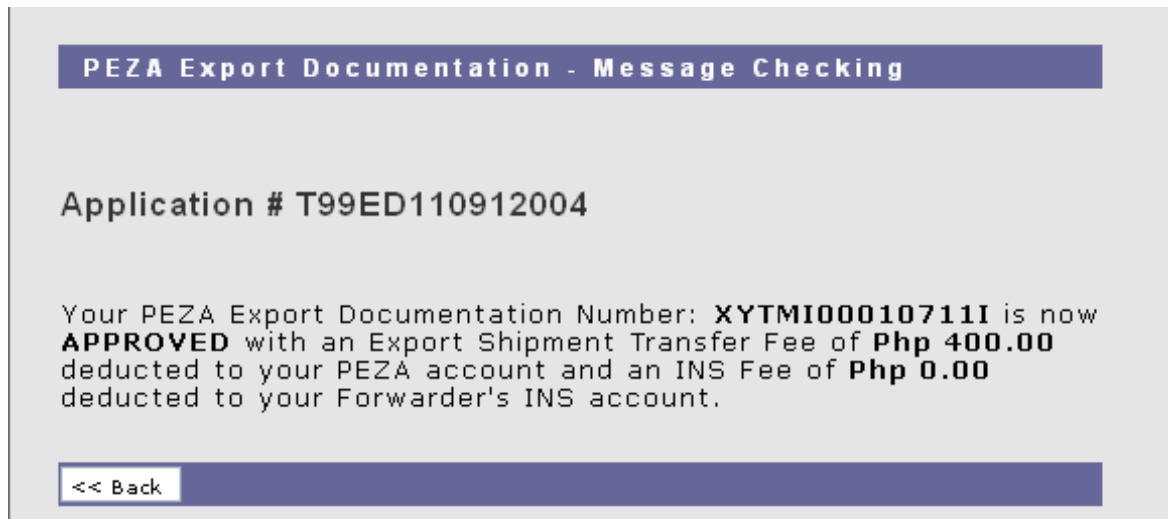
The Message Checking window will appear (Fig 6.2). Review the details, and then select the **Continue** button to send to PEZA or select **Back** to go back to General Page.



**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**.



**Fig 6.3**



**Export Shipment Transaction Fee (ESTF):**

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



**PHILIPPINE EXPORT ZONE AUTHORITY**  
 Rizal Boulevard corner San Luis Street,  
 Pasay City, Philippines  
 Tlx: 001075676000



PEZA-AEDS:ED/ATL Ref No.: XYTM000106111				
Enterprise Name: Test Importer				
Zone: YTMI Realty - SEZ				
Approved Date/Time: 9/14/2011 5:11:34 PM		Allowed To Exit (Date/Time): 9/15/2011 5:11:34 AM		
Port of Loading: NINYO AQUINO INTL. AIRPORT				
Cargo Type	Qty	Amount	Debit Date	Payment Ref. No.
FCL	3	PhP 800.00	9/14/2011	1109350603
Container Numbers contest 1 contest 2 contest 3		PEZA Seal Number		

Zoom In  
 Zoom Out  
 Show All  
 Quality  
 Print...  
 Settings...  
 Global Settings...  
 About Adobe Flash Player 10.3.183.7...

**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)


BOC EXPORT SINGLE ADMINISTRATIVE DOCUMENT

1. Exporter/Importer Address TAX: 999999999 Tax Identifier Tax Address1 Tax Address2		2. Classification EX   I   I Type 1   1   1 Rate 1 Rate 12 Date 9/14/2011		Office of Origin/Export Office Code: PH3 Ninoy Aquino Int Airport Ninoy Aquino Int Airport Ninoy Aquino Int Airport Date: 9/14/2011	
3. Consignor/Consignee Address TEST EXPORTER Address		4. Registry Office YTMI Realty - SEZ		5. Declaration Number 2011 / T99EDI10914001	
14. Consignee Address TAX: 333333333 Tax Identifier Tax Address		15. Country of Origin PHILIPPINES		16. Country of Destination JAPAN	
17. Vessel/Container VESSEL: 10808 Container: 1000		18. Mode of Transport FOB		19. Incoterms Fix on board	
20. Port of Origin PH		21. Port of Destination PH		22. Base Code N.A.	
23. Port of Origin PH		24. Port of Destination PH		25. Base Code N.A.	
26. Description of Goods N.M PCL 12 PK PACKAGE		27. HS Code 85322900		28. Net Weight 123 Kg	
29. Container Number contest 1, contest 2, contest 3		30. Gross Weight 1000		31. Net Weight 123 Kg	
32. Description of Goods VIDEO CONFERENCE SYSTEM		33. HS Code 90909		34. Net Weight 1	
35. PEZA Reference Number XYTM000106111		36. PEZA Reference Number 3992814.189		37. PEZA Reference Number 3992814.189	
38. Date/Time Printed 9/14/2011 5:11:34 PM		39. Date/Time Printed Allowed to Exit 9/14/2011 5:41:34 PM		40. Date/Time Printed Allowed to Exit 9/14/2011 5:41:34 PM	
41. Date/Time Printed 9/14/2011 5:11:34 PM		42. Date/Time Printed Allowed to Exit 9/14/2011 5:41:34 PM		43. Date/Time Printed Allowed to Exit 9/14/2011 5:41:34 PM	

**Fig 7.4**

**InterCommerce Transaction Receipt:**

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

 Unit 501 the Pearl bank Center 141 Valero Street Salcedo Village, Makati City TIN: 000162901000	
<b>Transaction Receipt No.</b>	8002211205
<b>Date</b>	: 7/29/2011 8:03:00 PM
<b>Application Number</b>	: T99ED110714002
<b>Company Name</b>	: INS
<b>Consignee Name</b>	: Test Importer
<b>Address</b>	: Test Address1, Test Address2
<b>TIN</b>	: 999999999
<b>Broker Name</b>	: Test Broker
<b>Airway Bill/Bill of Lading</b>	: 678905
<b>INS Transaction Fee</b>	: ED for PEZA
<b>Amount</b>	: 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>>**

Select an application: (252 Records Found. Displaying 1 to 10)					
Reference No.	Status	ExpDoc Declaration Type	No. of Items	Export Doc No.	Creation Date
<a href="#">T99ED111209004</a>	C	EX2 - 1	1		12/9/2011 11:49:00 AM
<a href="#">T99ED111209003</a>	C	EX2 - 1	1		12/9/2011 11:48:00 AM
<a href="#">T99ED111209002</a>	C	EX2 - 1	1		12/9/2011 11:46:00 AM
<a href="#">T99ED111209001</a>	C	EX2 - 1	1		12/9/2011 11:29:00 AM
<a href="#">T99ED111208001</a>	I	EX2 - 1	0		12/8/2011 2:16:00 PM
<a href="#">T99ED111202001</a>	AG	EX2 - 1	1	XYTMI00024111I	12/2/2011 10:23:00 AM
<a href="#">T99ED111129004</a>	I	EX2 - 1			11/29/2011 3:39:00 PM
<a href="#">T99ED111129003</a>	C	EX2 - 1	1		11/29/2011 3:23:00 PM
<a href="#">T99ED111129002</a>	AG	EX2 - 1	1	XYTMI00024011I	11/29/2011 2:59:00 PM
<a href="#">T99ED111129001</a>	AG	EX2 - 1	1	XYTMI00023911I	11/29/2011 2:48:00 PM

**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>>**

Reference No.	Status	ExpDoc Declaration Type	No. of Items	Export Doc No.	Creation Date
<a href="#">T99ED111209004</a>	C	EX2 - 1	1		12/9/2011 11:49:00 AM
<a href="#">T99ED111209003</a>	C	EX2 - 1	1		12/9/2011 11:48:00 AM
<a href="#">T99ED111209002</a>	C	EX2 - 1	1		12/9/2011 11:46:00 AM
<a href="#">T99ED111209001</a>	C	EX2 - 1	1		12/9/2011 11:29:00 AM
<a href="#">T99ED111208001</a>	I	EX2 - 1	0		12/8/2011 2:16:00 PM
<a href="#">T99ED111202001</a>	AG	EX2 - 1	1	XYTMI000241111	12/2/2011 10:23:00 AM

**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 Transshipment 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.