Client Profile Registration System
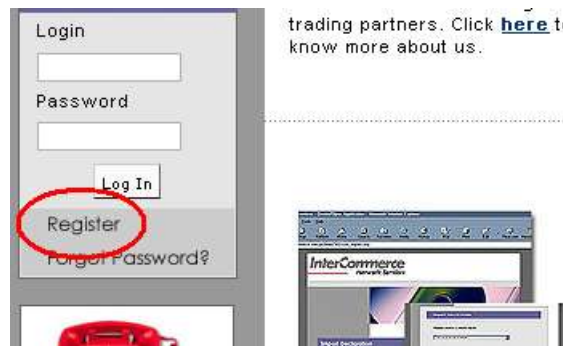
User's Manual for Importers

Check list:

1. WebCWS account.

   a. To register an account, go to **http://www.intercommerce.com.ph**

   b. Select **Register**

   c. Fill up all the necessary details. Select **Submit.**

   d. To finalize the activation of your account, you need to submit the following fully accomplished documents at InterCommerce via FAX (8438160) or EMAIL (manilacs@intercommerce.com.ph) indicating the **Username or Login Name** that you registered online:

       i. WEBCWS IMPORTER REGISTRATION FORM (first page)
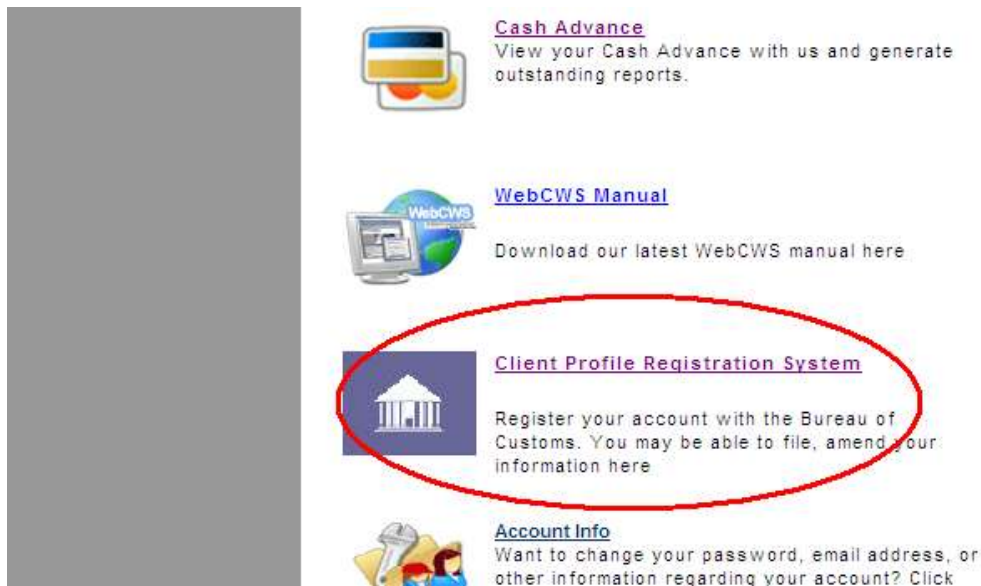
       ii. INFORMATION SERVICES AGREEMENT (second page)

   These documents can be downloaded at:

   http://www.intercommerce.com.ph/Downloads/WebCWSforImportersForm.pdf

2. Scanned Pictures of Company Logo, Stockholders, Principal Officers, Responsible Officers and their Signatures in *jpeg* or *bmp* format (should not exceed **20Kb** per file)

3. Primary Broker's Customs Client Number (CCN) and TIN (12 digits). You will need to secure your broker's CCN and TIN since these are required fields for the importer's CPRS Profile.

4. Valid Email address (BOC will send the status updates in your Email)
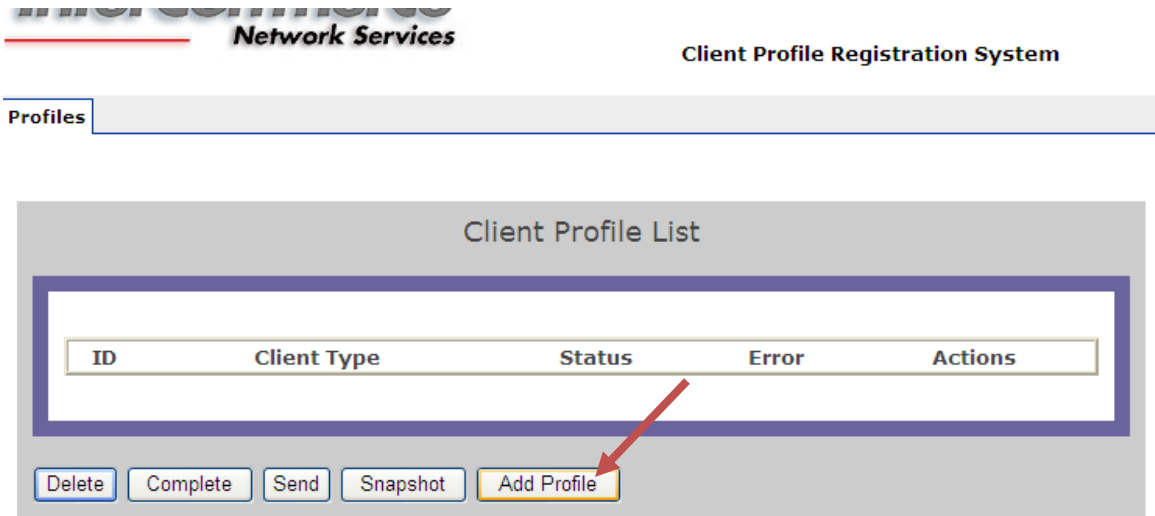
Procedure:

1. Log-in using your account at **www.intercommerce.com.ph**

2. Once in the Member's Page, select the **Client Profile Registration System** link

3. If no previous profile was created, you will see this page:
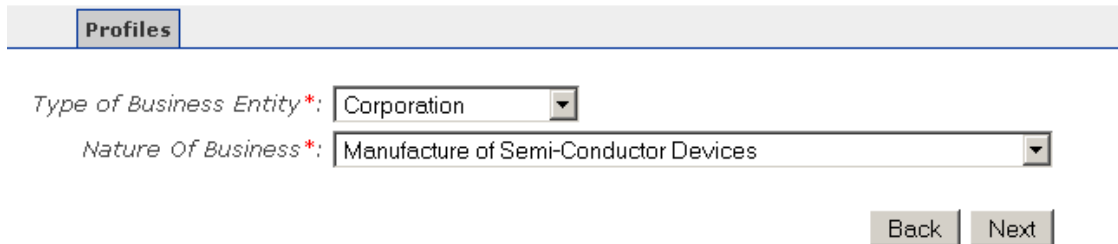

Select **Add Profile** to create a new profile

4. Select **Importer** from the Customer Client Type drop down option. Click **Next**
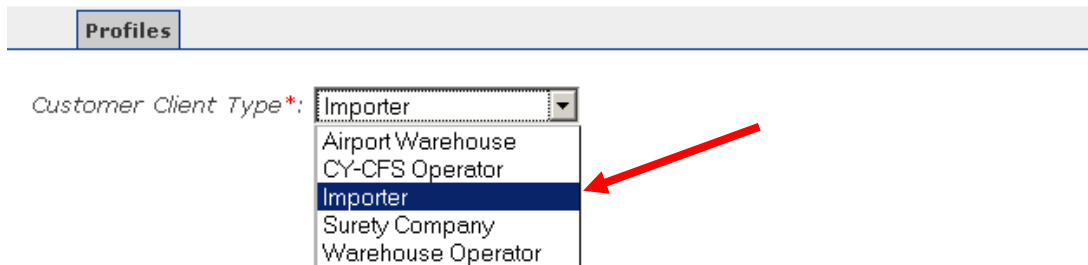
5. Select the appropriate **Type of Business Entity** and **Nature of Business**. Click **Next**.

6. Fill out all the Mandatory Fields indicated with an asterisk (*). The INS Client number is automatically assigned.

Profiles

Field	Value
Customs Client Number:	
Client Type:	IM
Type of Business Entity:	CORP
Nature of Business:	3220
INS Client Number*:	TESTA
Business Name/Company Name*:	
Country of Citizenship*:	PHILIPPINES
Address*:	
City*:	
Zip Code*:	
Country*:	PHILIPPINES
Telephone Number*:	
Alternate Telephone Number:	
Fax:	
Mobile Number:	
Email Address*:	
Website:	
TIN*:	
SSS Number:	
Passport Number:	
Driver's License:	
PRC Id Number:	

Please do not EDIT these fields

7. The VASP Primary CCN is **VA0000000116** (seven zeros)

8. Select Browse to upload your company logo picture. The Choose file dialog box will appear. Select the appropriate file for your picture.
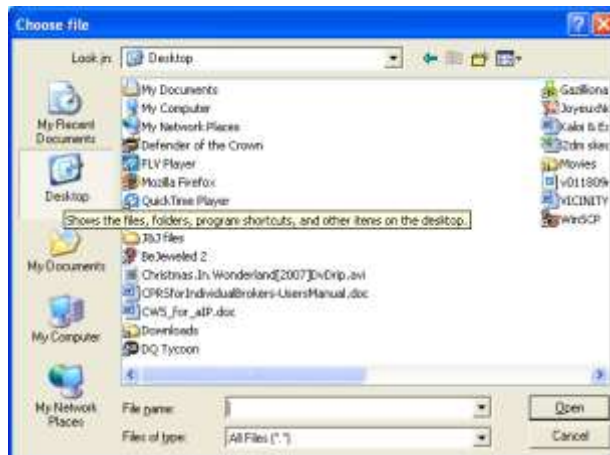
9. After selecting the appropriate files (picture and signature), click **Save**

10. If no errors are encountered, you will go back to the Client Profile List page

11. Select **Edit** under actions to continue your CPRS application. Under profiles, the Commodities, Plant/Warehouse, Stockholders. Principals, Responsible Officers, and Suppliers buttons appear. You will need to access these pages to complete your CPRS application.

12. **Adding Commodities Information**. Only one (1) is required.

Click the Commodities button to access the Imported Commodity List. Click Add to add an item.
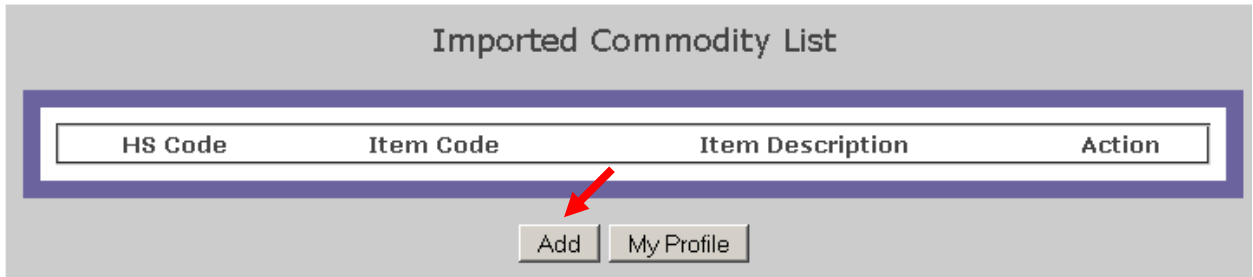
Fill up the necessary details and click save.
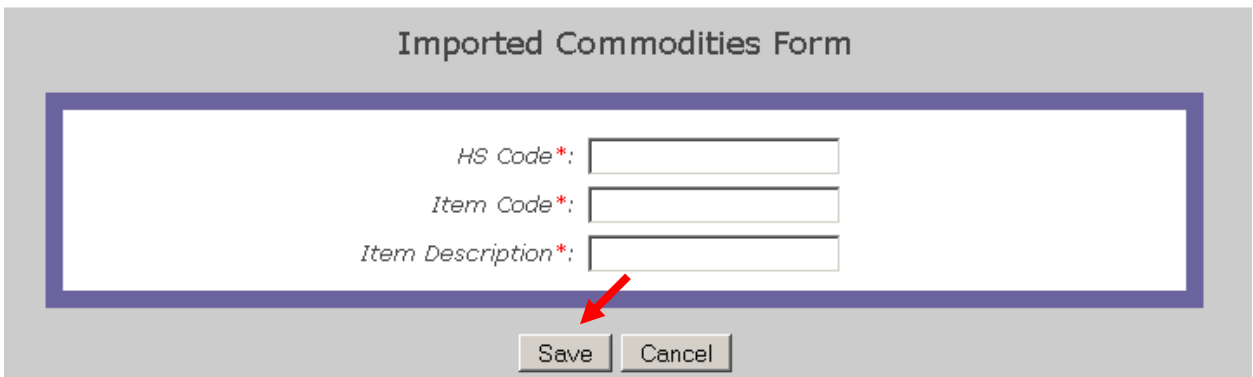
Once a commodity has been added, click on My Profile to go back to your main profile page.
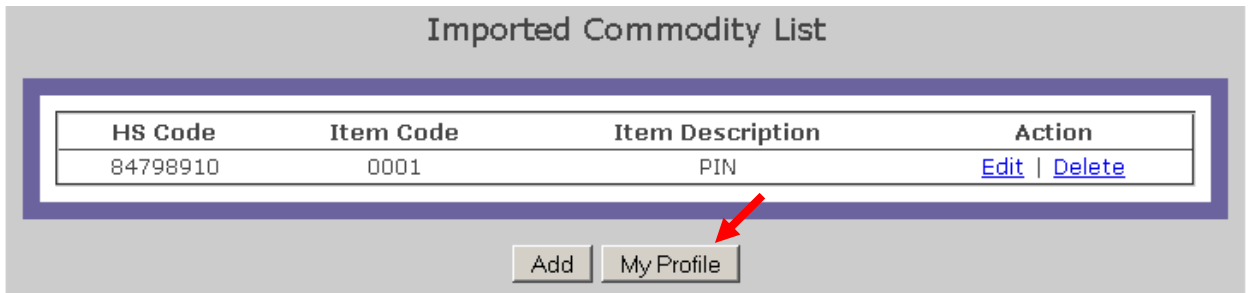
13. **Adding Plant/Warehouse information**. Only one (1) is required.

Click the Plant/Warehouse button to access the Plant/Warehouse List. Click Add.

Plant / Warehouse List

Address	Actions

Add | My Profile

Fill up the necessary details and click save.

Plant / Warehouse Form

Address*: [   ]
City*: [   ]
Zip Code*: [   ]
Country*: [PHILIPPINES ▼]

Save | Cancel

Once a Plant/Warehouse has been added, click on My Profile to go back to your main profile page.

Plant / Warehouse List

Address	Actions
3545 Valero, Makati	Edit	Delete

Add | My Profile

14. **Adding Stockholder Information.** Only one (1) is required

Click the Stockholder button to access the Major Stockholder List. Click Add.

Fill up the necessary details and click save.

Once a Stockholder Information has been added, click on My Profile to go back to your main profile page.

Major Stockholder List

Name	Actions
Santos, John Mark	Edit | Delete

Add   My Profile

15. **Adding Principal Officer Information.** Only one (1) is required.

Click the Principals button to access the Principal Officer List. Click Add.

Principal Officer List

Name	Actions

Add   My Profile

Fill up the necessary details and click save.

Principal Officer Form

First Name *:	_____
Middle Name *:	_____
Last Name *:	_____
Position *:	_____
TIN *:	_____
Address *:	_____
City *:	_____
Zip Code *:	_____
Country *:	PHILIPPINES ▾
Telephone Number *:	_____
Alt Telephone Number:	_____
Fax:	_____
Mobile Number:	_____
Email Address *:	_____
Scanned Picture *:	_____ [Browse…]
Scanned Signature/s *:	_____ [Browse…]

[Save] [Cancel]

Once a Principal Officer Information has been added, click on My Profile to go back to your main profile page.

Principal Officer List

Name	Actions
Santos, Susan Anne	Edit	Delete

[Add] [My Profile]

WebCWS CPRS Module © InterCommerce Network Services

16. **Adding Responsible Officers.** Only one (1) is required.

Click the Responsible Officers button to access the Equivalent Responsible Officer List. Click Add.

Equivalent Responsible Officer List

Name	Actions

[Add] [My Profile]

Fill up the necessary details and click save.

Equivalent Responsible Officer Form

First Name*:	[ ]
Middle Name*:	[ ]
Last Name *:	[ ]
Position*:	[ ]
TIN*:	[ ]
Area of Responsibility*:	[ ]
Address*:	[ ]
City*:	[ ]
Zip Code*:	[ ]
Country*:	[PHILIPPINES ▼]
Telephone Number*:	[ ]
Alt Telephone Number:	[ ]
Fax:	[ ]
Mobile Number:	[ ]
Email Address*:	[ ]
Scanned Picture*:	[ ] [Browse…]
Scanned Signature/s*:	[ ] [Browse…]

[Save] [Cancel]

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Once an Equivalent Responsible Officer Information has been added, click on My Profile to go back to your main profile page.

Equivalent Responsible Officer List

Name	Actions
Santos, Andrew Thomas	Edit	Delete

Add | My Profile

17. **Adding Suppliers.** Only one (1) is required

Click the Suppliers button to access the Major Supplier List. Click Add.

Major Supplier List

Name	Actions

Add | My Profile

Fill up the necessary details and click save.

Major Supplier Form

Name / Company Name*: [   ]

TIN*: [   ]

Address*: [   ]

City*: [   ]

Zip Code*: [   ]

Country*: [PHILIPPINES   ▼]

Telephone Number*: [   ]

Alt Telephone Number: [   ]

Fax: [   ]

Mobile Number: [   ]

Email Address*: [   ]

[Save]   [Cancel]

Once a Major Supplier Information has been added, click on My Profile to go back to your main profile page.

Major Supplier List

Name	Actions
Test Name	Edit	Delete

[Add]   [My Profile]

18. After reviewing the data select **Save**

19. To mark your profile complete, **check** the ID number and select **Complete**

Client Profile List

ID	Client Type	Status	Error	Actions
☑ 14656	IM	Incomplete		Edit History

[Delete] [Complete] [Send] [Snapshot] [Add Profile]

20. The status of your profile is now Created. To send to BOC, **check** the ID number again , then select **Send**

Client Profile List

ID	Client Type	Status	Error	Actions
☑ 14656	IM	Created		Edit History

[Delete] [Complete] [Send] [Snapshot] [Add Profile]

21. Once sent, the status changes to **Send**

Client Profile List

ID	Client Type	Status	Error	Actions
☑ 14656	IM	Send		Edit History

[Delete] [Complete] [Send] [Snapshot] [Add Profile]

22. To print a copy of your profile, go to **Edit**, then select **Print**

BOC will send you email alerts regarding the status of your CPRS application