



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA

PROFESSIONALISM

INTEGRITY

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Date JUN 16 2022

## CUSTOMS MEMORANDUM ORDER (CMO) NO. 17-2022

**SUBJECT: IMPLEMENTATION GUIDELINES IN THE INTEGRATION OF ELECTRONIC TO MOBILE SYSTEM AND ELECTRONIC TRACKING OF CONTAINERIZED CARGO SYSTEM**

### Section 1. Objectives.

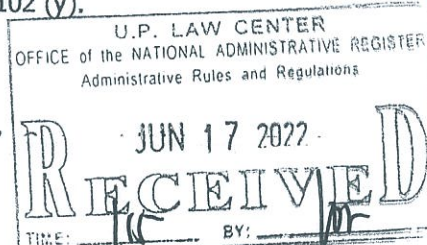
- 1.1. To provide guidelines to the integration of Electronic to Mobile System (E2M) and Electronic Tracking of Containerized Cargo System (E-TRACC) in reference to CMO No. 04-2020; and
- 1.2. To define the process flow in the E2M with the additional fields for E-TRACC as reference for Examiners and Appraisers.

**Section 2. Scope.** This Order shall cover the integration process of the **E-TRACC** and **E2M** systems and its general guidelines.

**Section 3. Definition of Terms.** For purposes of this Order, the following terms shall be defined accordingly.

- 3.1. **Electronic Tracking of Containerized Cargoes (E-TRACC) System** — shall refer to a secure and interactive web-based system that allows the Bureau to track, monitor, and audit the location and condition of cargoes, as well as obtain real time alarms on, among others, diversion and tampering of, cargoes.
- 3.2. **E-TRACC Personnel** — shall refer to a person who attached the E-TRACC device to the container/s.
- 3.3. **Goods Declaration** — shall refer to a statement made in the manner prescribed by the Bureau and other appropriate agencies, by which the persons concerned indicate the procedure to be observed in the application for the entry or admission of imported goods and the particulars of which the customs administration shall require.<sup>1</sup>
- 3.4. **Online Release System (OLRS)** — shall refer to the electronic transmission to deliver instruction messages from the Bureau to

<sup>1</sup> cf. CMTA, Title I, Chapter 2, Section 102 (y).



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the concerned operator of the facilities handling the goods which include terminal operators, off-dock container yard-container freight station (CY-CFS) operators, their respective transit facilities, which include Arrastre and warehouse operators, granting these entities authority to release the goods to the rightful owner.<sup>2</sup>

**3.5. Single Administrative Document (SAD)** — shall refer to an internationally used form as customs declaration or goods declaration, designed to standardize customs documents, harmonize codification and simplify procedures in international trade exchanges.<sup>3</sup>

**3.6. Value Added Service Provider (VASP)** — shall refer to any Bureau-accredited ICT company who may provide the services enumerated under Section 4.1 of CAO No. 14-2020 and collect transaction fees as authorized by the Bureau.

**Section 4. General Provisions.**

**4.1.** Electronic Customs Seal shall be required for the following cargo movement:

- 4.1.1.** Transfer of Cargo to a CY/CFS or other CFWs;
- 4.1.2.** Transit Cargo Bound to Free Zones, Inland Customs Office, Depots or Terminals;
- 4.1.3.** Transit to CBWs;
- 4.1.4.** Export of Cargo from Free Zones, Inland Customs Office, Depots or Terminals and CBWs to Port of Loading; and
- 4.1.5.** Transfer of Shipments Subject to Further Verification and/or Monitoring.

**4.2.** The E-TRACC booking system is applicable to the following models of declaration:

	Description	Code
a.	Consumption	4,4
b.	Export	EX
c.	Warehousing	7
d.	Transit	8

**4.3.** Unless otherwise directed by the Commissioner, the goods declarations for consumption under the following models of declaration are exempted from the E-TRACC booking system:

<sup>2</sup> cf. CAO No. 9-2020, Section 3.36.

<sup>3</sup> cf. CAO No. 9-2020, Section 3.44.

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	Description	Code
a.	Consumption (Formal Entry for Home Use via EDI Super Green Lane)	4ES
b.	Consumption (Formal Entry Delivered Duty Paid)	4FD
c.	Informal Entry (Express Shipment Low Value, Dutiable)	IES
d.	Informal Entry	IE

4.4. Goods declarations covered under Section 4.1. of this Order can only be assessed by the Assessment Division or Equivalent Unit after the E-TRACC booking has been completed.

**Section 5. Operational Procedure.**

5.1. A broker shall lodge the import or export declaration in the E2M through the chosen VASP.

5.2. For goods declarations covered under Section 4.1 of this Order, the broker or importer/exporter shall likewise login to E-TRACC System using the given account to book a Trip. The following details shall be entered in the E-TRACC System:

5.2.1. Entry number; and

5.2.2. Bill of lading.

Booking payment is automatically deducted from the E-TRACC prepaid booking account. The account holder cannot proceed with the booking in case of non-availability of fund.

5.3. Through the application programming interface (API) between E2M and E-TRACC Systems, the E-TRACC shall send the given information to E2M.

The information entered in the E-TRACC System will be validated in the E2M System. If one of the details is not existing or incorrect, the booking will not push through. E2M System will send an error message to the E-TRACC System in which the broker or importer/exporter shall see a statement that the information is not existing or incorrect. This should be corrected by the declarant by repeating the procedure under Section 5.2 hereof.

5.4. If the SAD contains a single container and is already paid, the E-TRACC status column in SAD and OLRs Finders and E-TRACC Status will be in "Booked" status.

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If the SAD contains a single container and is not yet paid, the E-TRACC status column in SAD and OLRs Finders and E-TRACC Status will remain in "No Booking" status.

- 5.5.** If the SAD contains multiple containers and some containers are already paid, the E-TRACC Status column in SAD Finder will be in "Partially Booked" status.

If the SAD contains multiple containers and all containers are already paid, the E-TRACC status column in SAD and OLRs Finders will be in "Booked" status.

If the SAD contains multiple containers and some containers have "Exempted" status and some have "Booked" status, the E-TRACC Status column shall be in "Booked/Exempted" status.

- 5.6.** If all containers are exempted from E-TRACC, the E-TRACC Status column shall be in "Exempted" status.

- 5.7.** The Customs Operations Officer V (Appraiser) shall check the E-TRACC Status column of the goods declaration.

If the E-TRACC Status column has "Booked" status, the Appraiser should be able to complete the assessment of the goods.

If the E-TRACC Status column has "Partially Booked" status, the Appraiser shall check the E-TRACC tab in SAD to determine if all the containers have booking or some of the containers are exempted from E-TRACC booking.

If all the containers require booking, the Appraiser shall inform the broker, importer or exporter to complete the booking.

If some of the containers are exempted, the Appraiser can update the E-TRACC tab and modify the E-TRACC Status column by changing the status to "Exempted".

- 5.8.** Upon completion of the assessment and the goods are already in released status as reflected in the OLRs, the E-TRACC personnel can proceed to attach and arm the E-TRACC device to the container/s. The E-TRACC System shall send a timestamp when the container is released from the port. The timestamp shall also be reflected in the E2M OLRs Release Instruction Container tab's "Time Released" field containing the date and time of release from the port.

- 5.9. Upon arrival of the container/s at the point of destination, the E-TRACC shall send the timestamp for Time Arrived. E2M shall record the timestamp in OLRs Release Instruction Container tab's "Time Arrived" field containing date and time of arrival.
- 5.10. For the disarming of the E-TRACC device from the container/s, a timestamp shall be sent to the E2M as "Time Received". E2M shall record the timestamp in OLRs Release Instruction Container tab's "Time Received" field containing date and time of receipt.
- 5.11. The disarming of the E-TRACC device shall also prompt E2M for the auto-tagging of the 'Tag Arrived' status for T-SAD/P-SAD and 'Validate Shipment' for W-SAD.

As for E-SAD, all E-TRACC timestamps and OLRs release status should be specified before E2M auto-tags E-SAD for the 'Export Release' status.

For other transfers using the E-TRACC System as directed by the Commissioner or duly authorized customs official, the Management Information System and Technology Group (MISTG) shall develop a similar system to auto-tag in the E2M the disarming of the E-TRACC device.

**Section 6. Implementation.** Unless inconsistent with this Order, CMO No. 4-2020 shall remain in full force and effect.

The Deputy Commissioner, Assessment and Operations Coordinating Group (AOCG) shall ensure that the brokers, importers and exporters are fully informed of the changes of operational procedure for booking of containers under the E-TRACC System.

**Section 7. Repealing Clause.** All CMOs and Memoranda issued contrary to this Order are hereby repealed or amended accordingly.

**Section 8. Effectivity.** This Order shall take effect immediately.

The Office of National Administrative Register (ONAR) of the UP Law Center shall be provided three (3) certified copies of this Order.

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