



Republic of the Philippines
Department of Finance
BUREAU OF CUSTOMS
1099 Manila

RC
MASTER COPY

CUSTOMS MEMORANDUM ORDER

NO. 22 - 2018

SUBJECT : Guidelines in the Creation of Staging Bill of Lading

I. OBJECTIVE

This Order is issued to provide guidelines in the creation of staging Bill of Lading (B/L) in the processing of entries under the E2M Customs System.

II. PROCEDURE

1. All requests for the creation of staging B/L shall include the following documents:
 - 1.1 Pre-assessment Entry;
 - 1.2 Import Documents; and
 - 1.3 Memorandum/Letter stating clearly the grounds and basis for the approval of the request.
2. The District Collector shall create the staging B/L by following the procedure under Section IV. The "How to create Staging B/L" of this order
3. Once the staging B/L is created, lodgment of entry by the declarant shall be done. The authorized customs officer shall process the entry and payment of the customs duties, taxes and other charges shall be made through BOC accredited Authorized Agent Banks (AABs).

III. GROUNDS FOR THE CREATION OF STAGING B/L

The creation of staging B/L shall be allowed in the processing of entries for the following instances only:

1. Payment of duties and taxes for importations of vessel and aircraft;
2. Payment of wastages of previously processed warehousing entry;
3. Payment of duties and taxes for over landed bulk shipments;
4. Payment of duties and taxes for local sales of duty free importations by locators;

5. Payment of duties and taxes for bonded to bonded transfer cargoes;
6. Lodgment of warehousing entry for previously processed transit entry tagged release with duplicate HS code;
7. Lodgment of warehousing entry for previously processed transit entry with technical issue on OLRs; and
8. E2M exceptional errors which may be resolved only through the creation of staging B/L upon certification by the MISTG.

If the request for staging B/L does not fall under the above-mentioned scenarios, the request should be sent to The Commissioner for his approval.

IV. **THE "HOW TO CREATE" STAGING B/L.**

Steps by steps process to create staging B/L, according to numbering:

1. Determine first what manifest prefix shall be used for the creation of staging B/L;
 - 1.1 **DUM**, for previously processed entries
 - 1.2 **NAI**, for aircraft importations regardless of port of discharge
 - 1.3 **POM**, for vessel importations in Port of Manila
(MIP – Manila International Container Port, DVO – Port of Davao, BAT – Port of Batangas, or consult MISTG for the appropriate manifest prefix)
 - 1.4 For over landed bulk shipments, manifest prefix shall be the same as in 1.3
2. Verify the latest manifest number created in the E2M Arrival Schedule corresponding to the above prefix for the current year;
3. Create the estimated date and time of arrival (ETA) of the new manifest number in E2M Arrival Schedule. The new manifest number shall follow the latest number existing in E2M for the current year;
4. Create the staging manifest in the E2M Cargo Manifest by selecting a "New" manifest and fill-out all the mandatory fields then stored to save;
5. Create the staging B/L by selecting a "New" B/L and fill-out all the mandatory fields based on the submitted import documents and pre-assessment entry then stored to save; and
6. After encoding the staging B/L, retrieve the stored manifest and perform "Direct Register" to enable the declarant to use the staging B/L by filing the corresponding entry.

V. MONITORING

To properly monitor the issuances of staging B/L, the District Collector shall submit a weekly Post-Entry Report of all import entries processed with staging B/L to the Office of the Deputy Commissioner of AOCG and copy furnished Office of the Commissioner. Soft copy of the said report shall be submitted also to MISTG for audit purposes. The required format of the attached Annex A shall be followed strictly.

VI. TRANSITORY PROVISION

This procedure shall govern in the creation of staging B/L pending the establishment of a system that would allow the filing of entries without B/L (as in the case of aircraft or vessel) or previously processed B/L as in the case of local sales of Free Zones/CBWs).

VII. EFFECTIVITY

This Order shall take effect immediately and shall remain valid unless revoked.


REY LEONARDO B. GUERRERO
Commissioner of Customs

 Bureau of Customs
REY LEONARDO B. GUERRERO
Commissioner
18-00623

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