

2018-07-018



REPUBLIC OF THE PHILIPPINES
Department of Finance
BUREAU OF CUSTOMS
Manila 1099

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MEMORANDUM:

TO : Deputy Commissioner, AOCG
Deputy Commissioner, MISTG
All District / Port Collectors
All Deputy Collectors
All Appraisers
All Examiners
All Others Concerned

SUBJECT : Responsibility and Accountability of Examiners when Processing the SAD in E2M System

Date : 27 June 2018

To ensure that all the information of the Single Administrative Document (SAD) being process tallies with all the information indicated in the bill of lading (B/L) and other attached documents, the examiners are hereby required to diligently perform the documentation examination when processing the SAD under the E2M system, but not limited to, such as:

1. Check the accuracy of information in the printed SAD submitted by the declarant against the SAD in the E2M system;
2. Check the information indicated in the attached documents (B/L, packing list, invoice, licenses/permits, TEC, etc.) against the corresponding field of SAD in E2M system;
3. Check the accuracy of information in the B/L link to the SAD in E2M system. The icon on the topmost right part of the SAD will allow the examiner to check all the information indicated in the B/L as well as the information details of the container without going out from the SAD;
4. Any discrepancy found shall require correction or cancellation of SAD;
5. If the information in the B/L needs correction, the declarant shall request formally for the cancellation of SAD before formal amendment of B/L can takes place by the sender of the manifest; and
6. If the SAD needs to be corrected and the field to be corrected is prohibited by the E2M system, the declarant shall request formally for the cancellation of SAD, otherwise the examiner shall update the SAD.

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The appraisers should see to it that all the information in the SAD tallies with all the attached documents and B/L registered in E2M system before final assessment shall be done.

For strict compliance.



ISIDRO S. LAPEÑA, PhD, CESE
Commissioner

JUL 09 2018