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Bureau of Customs

BOC e-CO PORTAL

EXPORTER USER MANUAL

V1 2023



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Table of Contents

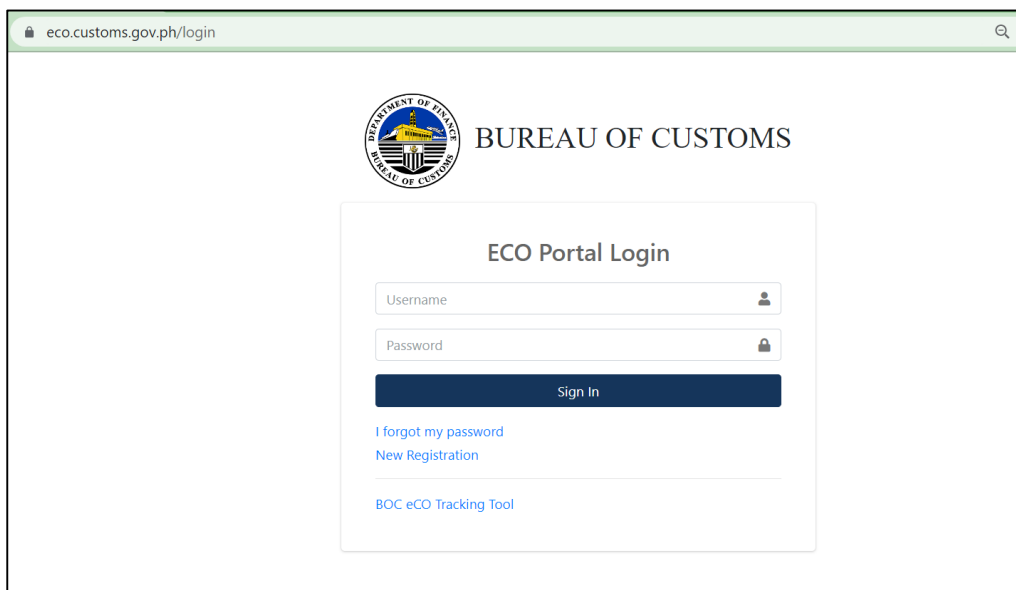
1 Getting Started	2
2 Registration	2
3 Forgot Password.....	5
4 Exporter Account Dashboard	5
5 Wholly Obtained Goods	6
6 Certificate of Origin	7
7 Pre Evaluated Report	14
8 Pre-Evaluated List	15
9 Logs	16
10 Reports	17
11 Profile.....	17
12 Code Maintenance	18

1 Getting Started

Welcome to the comprehensive guide for the BOC e-CO Portal. This document is designed to provide you with clear, step-by-step instructions on how to effectively navigate and utilize the features of the platform. This manual is prepared to ensure a seamless and efficient experience for Exporter Account users.

2 Registration

2.1 To log in to the system, open the web browser and navigate to <https://e-CO.customs.gov.ph/login>. The user must be able to register an account.



The screenshot shows a web browser window with the address bar displaying "eco.customs.gov.ph/login". The page content includes the Bureau of Customs logo and the text "BUREAU OF CUSTOMS". Below this is a white box titled "ECO Portal Login" containing a "Username" input field with a user icon, a "Password" input field with a lock icon, and a dark blue "Sign In" button. Underneath the button are three links: "I forgot my password", "New Registration", and "BOC eCO Tracking Tool".

2.2 On the System, click the “New Registration” button, enter the registered TIN (Tax Identification Number) in the designated field. The system will then validate the TIN to ensure it is associated with an activated CPRS (Client Profile Registration System) as an Exporter in the BOC E2M (Electronic to Mobile) System.

Fill out all the mandatory details accurately in the provided registration form. Make sure to provide all the necessary information as required. Carefully read through the terms and conditions provided by the system before finalizing your registration. After reviewing the terms and conditions, submit your registration to complete the process.

An email notification will be sent to the registered email address in the CPRS as an Exporter, along with the temporary password.



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eco.customs.gov.ph/registration

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CPRS Account

The Client Profile Registration System (CPRS) account, being a mandatory requirement for the Bureau of Customs, is now required before a trader can register with eCO

TIN *

Find Account

Login Information

Username *

Profile Information

First Name * **Middle Name**

Last Name *

Telephone Number * **Mobile Number ***

Company Name *

Address *

Country * **Zip Code ***

Position / Designation *

Terms and Condition

Check here to indicate that you have read and agree to the terms

Please review before submitting your application.

Submit Registration **Clear**

2.3 To activate your registered account, log in using your username and temporary password. Once logged in, enter your new password and confirm it to complete the account activation process.

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Update Password

New Password *

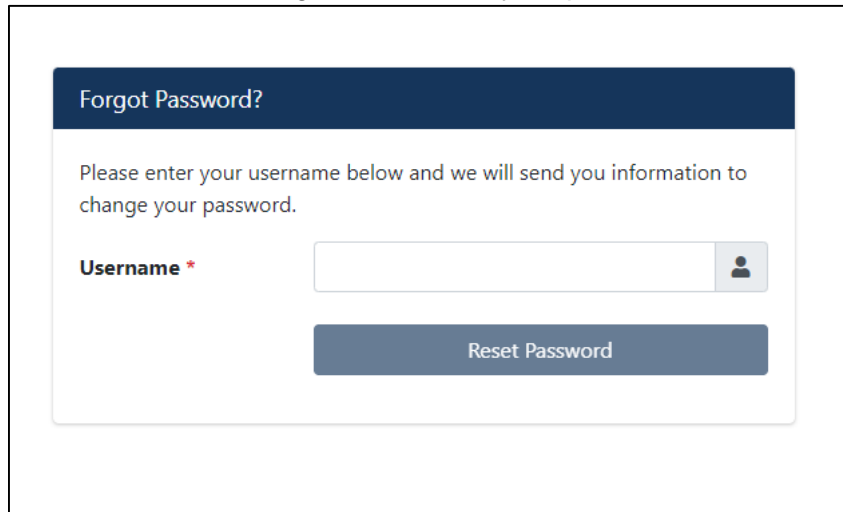
- Password should have atleast 1 uppercase letter
- Password should have atleast 1 lowercase letter
- Password should have atleast 1 numeric character
- Password should have atleast 1 special character

Confirm Password *

Update Password

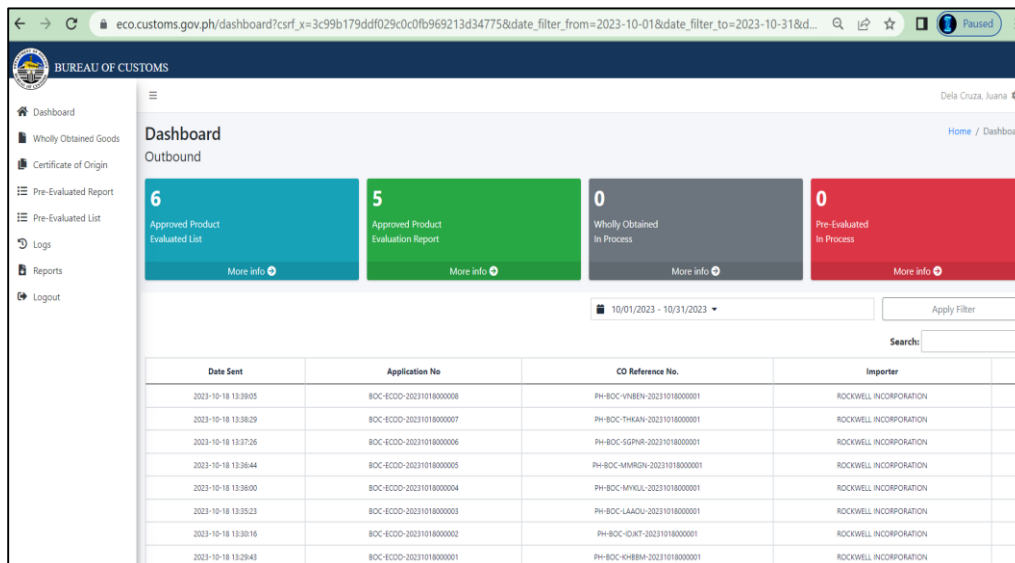
3 Forgot Password

3.1 To initiate the password reset process, click on the 'Forgot Password' option within the system. You will be prompted to enter your username, after which you should click the 'Reset Password' button. An email notification containing a link to reset your password will be sent to the user.



4 Exporter Account Dashboard

4.1 Upon successfully updating the password, the user will be redirected to the portal dashboard. The dashboard will display a summary of approved product evaluation report, the product evaluation list, and ongoing Certificate of Origin in processes.



Date Sent	Application No	CO Reference No.	Importer
2023-10-18 13:39:05	BOC-ECOD-20231018000005	PH-BOC-VNBN-20231018000001	ROCKWELL INCORPORATION
2023-10-18 13:38:29	BOC-ECOD-20231018000007	PH-BOC-THKAN-20231018000001	ROCKWELL INCORPORATION
2023-10-18 13:37:26	BOC-ECOD-20231018000006	PH-BOC-SGPNR-20231018000001	ROCKWELL INCORPORATION
2023-10-18 13:36:44	BOC-ECOD-20231018000005	PH-BOC-IMRDN-20231018000001	ROCKWELL INCORPORATION
2023-10-18 13:36:00	BOC-ECOD-20231018000004	PH-BOC-MYKUL-20231018000001	ROCKWELL INCORPORATION
2023-10-18 13:35:23	BOC-ECOD-20231018000003	PH-BOC-LAACU-20231018000001	ROCKWELL INCORPORATION
2023-10-18 13:30:16	BOC-ECOD-20231018000002	PH-BOC-DJKT-20231018000001	ROCKWELL INCORPORATION
2023-10-18 13:29:43	BOC-ECOD-20231018000001	PH-BOC-IBHBM-20231018000001	ROCKWELL INCORPORATION

The dashboard will display a list of approved e-COs based on the selected date range.



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5 Wholly Obtained Goods Module

5.1 On the sidebar click the "Wholly Obtained Goods" module. The user must be able to add, delete, update and check logs of the items.

The screenshot shows the 'Wholly Obtained Goods' interface. On the left is a sidebar with navigation options: Dashboard, Wholly Obtained Goods, Certificate of Origin, Pre-Evaluated Report, Pre-Evaluated List, Logs, Reports, and Logout. The main content area has a search bar and a table with the following data:

<input type="checkbox"/>	Product Description	Product Number/Code	AHTN Code	Added By	Date Added	Action
<input type="checkbox"/>	Coconut Milk	Powdered	21069093	Testing001	2023-10-17 09:16:25	[Edit] [Delete]

Buttons for '+ Add Item' and 'Delete Selected Items' are visible on the right. The interface also shows 'Showing 1 to 1 of 1 entries' and pagination controls.

The wholly obtained good refers to a product occurring naturally within a country and to a good made entirely from said product. For this type of good, origin is obviously derived from the country from which the good is obtained.

Prior to creating an e-CO application, the user must first add items falling under the 'wholly obtained' category into the system.

5.2 Click the 'Add Item' button and complete the required information, including the product number/code, product description, and HS Code. Then, save the item.

The screenshot shows the 'Add Wholly Obtained Goods Item' form. It contains the following fields:

- Product Number / Code ***: A text input field.
- Product Description ***: A larger text area with the placeholder text 'Enter description...'
- AHTN Code ***: A text input field with a search icon on the right.

At the bottom right of the form are 'Save' and 'Cancel' buttons.



If the user wants to remove an item from the list added under 'Wholly Obtained Goods,' simply check the box next to the item and click the 'Delete Selected Item' button to proceed.

5.3 Click the 'Logs' icon to view the updates made on the specific item.

Logs ✕

Show entries Search:

Remarks	Action	Date Added
CODE: from Coconut to Coconut Milk	update	2023-10-17 09:16:39
CODE: Coconut DESCRIPTION: Powdered AHTN: 21069093	added	2023-10-17 09:16:25

Showing 1 to 2 of 2 entries Previous Next

6 Certificate of Origin

6.1 Click on the 'Certificate of Origin' module to access all the applications created within the account. The user will then be redirected to the 'Certificate of Origin' dashboard, where various search parameters can be utilized.

Dela Cruz, Juana ✱

Certificate of Origin [Home](#) / Certificate of Origin

Created Date (Start)

Created Date (End)

CO Reference

Port of Loading

Importer

Application Status

Show entries Apply for Certificate of Origin

Date Created	Application No	CO Reference No.	Importer	Port of Loading	Application Status	Action
2023-10-24 09:44:51	BOC-ECOD-20231024000002		ROCKWELL INCORPORATION	P02A	CREATED - WO	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2023-10-24 09:40:17	BOC-ECOD-20231024000001		ROCKWELL INCORPORATION	P02A	CREATED - WO	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2023-10-18 15:06:48	BOC-ECOD-20231018000009		AAA	P02A	DENIED - WO	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2023-10-18 13:39:05	BOC-ECOD-20231018000008	PH-BOC-VNBEN-20231018000001	ROCKWELL INCORPORATION	P02A	APPROVED - WO	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2023-10-18 13:38:29	BOC-ECOD-20231018000007	PH-BOC-THKAN-20231018000001	ROCKWELL INCORPORATION	P02A	APPROVED - PRE	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2023-10-18 13:37:26	BOC-ECOD-20231018000006	PH-BOC-SGPNR-20231018000001	ROCKWELL INCORPORATION	P02A	APPROVED - WO	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2023-10-18 13:36:44	BOC-ECOD-20231018000005	PH-BOC-MMRGN-20231018000001	ROCKWELL INCORPORATION	P02A	APPROVED - WO	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



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6.2 To apply for an Electronic Certificate of Origin, click on 'Apply for Certificate of Origin.' The user should be able to select either 'For Wholly Obtained' or 'For Pre-evaluated CO'.

Certificate of Origin

Created Date (Start) Created Date (End)

CO Reference Port of Loading

Importer Application Status

Application No

Show entries

Date Created	Application No	CO Reference No.	Importer	Port of Loading	Application Status	For Wholly Obtained
2023-10-24 09:44:51	BOC-ECOD-20231024000002		ROCKWELL INCORPORATION	PO2A	CREATED - WO	<input type="button" value="For Pre-evaluated"/>
2023-10-24 09:40:17	BOC-ECOD-20231024000001		ROCKWELL INCORPORATION	PO2A	CREATED - WO	<input type="button" value="For Wholly Obtained"/>
2023-10-18 15:06:48	BOC-ECOD-20231018000009		AAA	PO2A	DENIED - WO	<input type="button" value="For Wholly Obtained"/>
2023-10-18 13:39:05	BOC-ECOD-20231018000008	PH-BOC-VNBEN-20231018000001	ROCKWELL INCORPORATION	PO2A	APPROVED - WO	<input type="button" value="For Wholly Obtained"/>
2023-10-18 13:38:29	BOC-ECOD-20231018000007	PH-BOC-THKAN-20231018000001	ROCKWELL INCORPORATION	PO2A	APPROVED - PRE	<input type="button" value="For Wholly Obtained"/>
2023-10-18 13:37:26	BOC-ECOD-20231018000006	PH-BOC-SGPNR-20231018000001	ROCKWELL INCORPORATION	PO2A	APPROVED - WO	<input type="button" value="For Wholly Obtained"/>

6.2.1 When completing the e-CO application for **Wholly Obtained**, ensure all required details are filled out. When adding items, please ensure that wholly obtained items are displayed. If an item is not available, the user must first add it in the Wholly Obtained Module

eco.customs.gov.ph/co-application/add/wholly-obtained

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CO Application - Wholly Obtained

Wholly Obtained

Item No (Box 5)

Showing 0 to 0 of 0 entries

Means of Transport and Routes

Vessel Name *

Departure Date *

Exporter (Goods Consigned From)

Name *

Address *

Item

Wholly Obtained Goods

Search:

Product Number / Code	Product Description	AHTN
Coconut Milk	Powdered	21069093

Previous Next

GOODS DESCRIPTION AND ITEM DETAILS

Item No Origin Criterion

AHTN Code Goods Description

PACKAGE INFORMATION

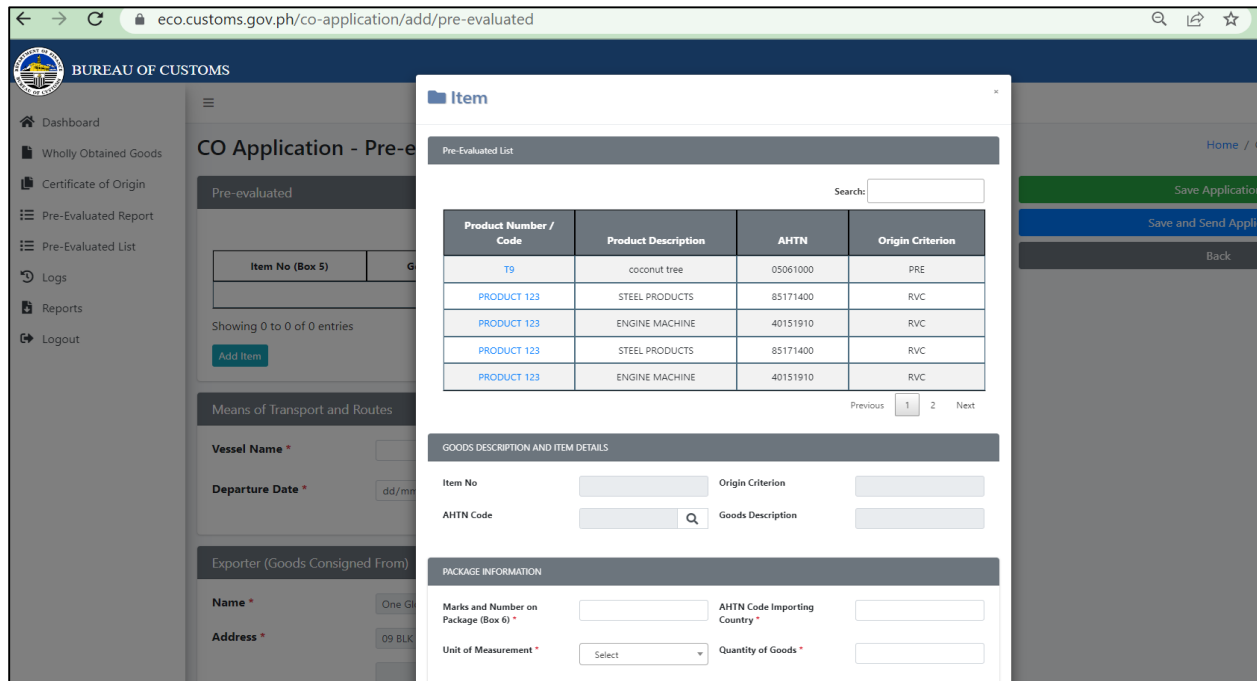
Marks and Number on Package (Box 6) * AHTN Code Importing Country *

Unit of Measurement * Quantity of Goods *

Type of Package * Number of Package *

GROSS WEIGHT OR OTHER QUANTITY AND VALUE

6.2.2 When completing the e-CO application for **Pre-evaluated**, ensure all required details are filled out. When adding items, ensure that pre-evaluated items are displayed. If an item is not available, the user must coordinate with the BOC using the Customer Care Portal (<https://client.customs.gov.ph>) to add the approved PEL (Product Evaluation List) under the account of the Exporter.



The screenshot shows the 'Pre-Evaluated List' section of the application. It features a search bar and a table with the following data:

Product Number / Code	Product Description	AHTN	Origin Criterion
T9	coconut tree	05061000	PRE
PRODUCT 123	STEEL PRODUCTS	85171400	RVC
PRODUCT 123	ENGINE MACHINE	40151910	RVC
PRODUCT 123	STEEL PRODUCTS	85171400	RVC
PRODUCT 123	ENGINE MACHINE	40151910	RVC

Below the table, there are sections for 'GOODS DESCRIPTION AND ITEM DETAILS' and 'PACKAGE INFORMATION', each containing various input fields for item-specific data.

The procedure and requirements for applying pre-evaluation of goods are provided at the Bureau of Customs' Customs Memorandum Order (CMO 02-2010).

Here are the step by step procedure for applying the pre-evaluation of goods for export

1. The Client/Exporter apply for pre-export evaluation and submit all documents at either nearest port (e.g. POM) or directly to the Export Coordinating Division (ECD)
2. ECD/Port Personnel evaluate the application using BOC's internal pre-evaluation process
3. Once approved, the ECD/Export Division shall generate and issue a Product Evaluation Report (PER) containing the list of qualified products and the bases of such findings. The exporter shall be furnished a copy of the PER.
4. In case the application does not qualify with the Rules of Origin (ROO) and OCP of ATIGA, the ECD/Export Division shall send a formal notice to the applicant, stating therein the reason for not qualifying.



6.2.3 After entering the item details, the user must fill out all the mandatory fields marked with an asterisk (*) under the 'Package Information' and 'Gross Weight or Other Quantity and Value'. Click the 'Save' button to proceed.

PACKAGE INFORMATION			
Marks and Number on Package (Box 6) *	<input type="text"/>	AHTN Code Importing Country *	<input type="text"/>
Unit of Measurement *	<input type="text" value="Select"/>	Quantity of Goods *	<input type="text"/>
Type of Package *	<input type="text" value="Select"/>	Number of Package *	<input type="text"/>

GROSS WEIGHT OR OTHER QUANTITY AND VALUE			
Gross Weight *	<input type="text"/>	Unit of Measurements *	<input type="text" value="Select"/>
FOB Value *	<input type="text"/>	Currency *	<input type="text" value="Select"/>
Invoice Number *	<input type="text"/>	Issued Date *	<input type="text" value="dd/mm/yyyy"/>

6.2.4 The user must also complete the '**Means of Transport and Routes**', '**Exporter**', and '**Importer**' fields. For the Importer field, the user can use the code maintenance (Refer to Section 12 of this manual) to add commonly used Importer details to the list.

The Exporter field will be automatically populated based on the user's registration information.



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Means of Transport and Routes			
Vessel Name *	<input type="text"/>	Port of Issuance *	Select <input type="button" value="v"/>
Departure Date *	<input type="text" value="dd/mm/yyyy"/>	Port of Discharge *	Select <input type="button" value="v"/>

Exporter (Goods Consigned From)			
Name *	<input type="text" value="test"/>	Country *	Philippines (PH) <input type="button" value="v"/>
Address *	<input type="text" value="09 BLK Building City"/>	Zip Code	<input type="text" value="1203"/>
	<input type="text"/>		

Importer (Goods Consigned To)			
Name *	<input type="text"/>	Country *	Select <input type="button" value="v"/>
Address *	<input type="text"/>	Zip Code	<input type="text"/>
	<input type="text"/>		

6.2.5 Click on the **'Additional CO Information'** and select among the available categories for which the export goods qualify by selecting the box inside the category. The user may refer to the **'CO Overleaf Notes'** section of the CO for the definitions and notes of available categories.

Additional CO Information
Additional CO Information *
<input type="checkbox"/> Normal
<input type="checkbox"/> Accumulation
<input type="checkbox"/> Partial Cumulation
<input type="checkbox"/> De Minimis
<input type="checkbox"/> Drawback
<input type="checkbox"/> Issued Retroactively
<input type="checkbox"/> Third Country Invoice
<input type="checkbox"/> Exhibition
<input type="checkbox"/> Back-to-Back CO

6.2.6 The user should be able to upload the following documents within the application: Export Declaration Single Administrative Document, Bill of Lading/Air Waybill, and Invoice. While the description box is not mandatory, users can utilize this field to include any remarks or notes regarding the documents.

Files for Upload

Export Declaration - Single Administrative Document (ED SAD) *

Choose file

Decription

Invoice *

Choose file

Decription

Bill of Lading / Airway Bill *


Choose file


Decription


6.2.6 If all the information is completed and the mandatory fields are filled out, the user can choose to **'SAVE'** or **'SAVE AND SEND'** the application. All created applications can still be edited. Once submitted, an email notification will be sent to the registered email address.


The user will receive email notifications regarding the progress of the e-CO application. Whenever there is a change in status, an email alert will be sent to the user.

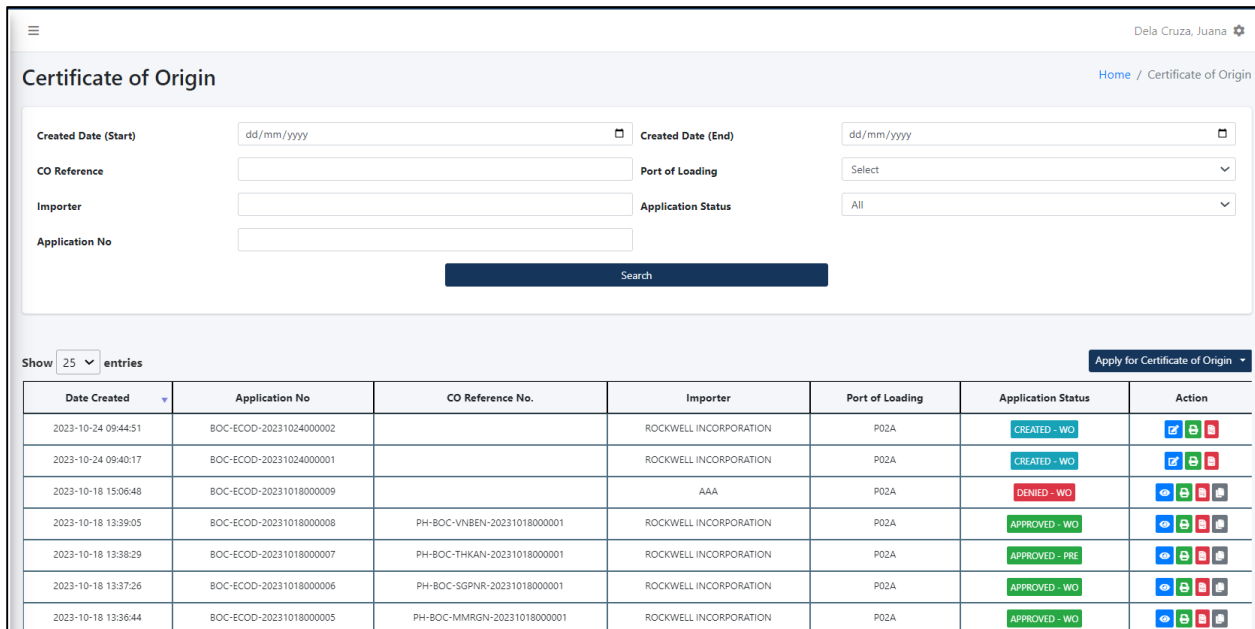
6.3 On the dashboard of 'Certificate of Origin' Module, the user can view the list of applications created on the account, including its statuses. There are four buttons available under the 'Action' column.

 The 'Edit' button enables the user to make changes to the draft application. Please note that only applications with a 'Created' status can be edited.






















 The 'Print' button enables the user to preview the e-CO application in PDF format and print it once the application is tagged as approved.

 The 'Tracker' button enables the user to view the status of the e-CO message to confirm whether it has been successfully received by the destination country.

 The 'Create from an Existing' button enables the user to create an application from a previously approved or denied application, avoiding the need to input data from scratch. This feature facilitates the process of updating details based on feedback from the BOC



The screenshot shows the 'Certificate of Origin' dashboard. At the top right, the user 'Dela Cruz, Juana' is logged in. The dashboard includes a search filter with fields for 'Created Date (Start)', 'Created Date (End)', 'CO Reference', 'Port of Loading', 'Importer', and 'Application Status'. Below the filter is a 'Search' button. The main area displays a table of application entries, with a 'Show 25 entries' dropdown and an 'Apply for Certificate of Origin' button. The table has the following columns: Date Created, Application No, CO Reference No., Importer, Port of Loading, Application Status, and Action.

Date Created	Application No	CO Reference No.	Importer	Port of Loading	Application Status	Action
2023-10-24 09:44:51	BOC-ECOD-20231024000002		ROCKWELL INCORPORATION	P02A	CREATED - WO	  
2023-10-24 09:40:17	BOC-ECOD-20231024000001		ROCKWELL INCORPORATION	P02A	CREATED - WO	  
2023-10-18 15:06:48	BOC-ECOD-20231018000009		AAA	P02A	DENIED - WO	  
2023-10-18 13:39:05	BOC-ECOD-20231018000008	PH-BOC-VNBEN-20231018000001	ROCKWELL INCORPORATION	P02A	APPROVED - WO	  
2023-10-18 13:38:29	BOC-ECOD-20231018000007	PH-BOC-THKAN-20231018000001	ROCKWELL INCORPORATION	P02A	APPROVED - PRE	  
2023-10-18 13:37:26	BOC-ECOD-20231018000006	PH-BOC-SGPNR-20231018000001	ROCKWELL INCORPORATION	P02A	APPROVED - WO	  
2023-10-18 13:36:44	BOC-ECOD-20231018000005	PH-BOC-MMRGN-20231018000001	ROCKWELL INCORPORATION	P02A	APPROVED - WO	  

6.4 In the 'Application Status' column, the user should be able to view the complete history of a specific application, including any updated status and the corresponding BOC officer in charge.



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CO Process Status [Home](#) / [CO Process Status](#)

CO Reference No: **PH-BOC-VNBEN-20231018000001**

eCO Status: **APPROVED**

Company Name: **ONE GLOBALA**

Importing Country: **VIET NAM**

Importer: **ROCKWELL INCORPORATION**

Application No.: **BOC-ECOD-20231018000008**

Company User-Applcint: **DELA CRUZA, JUANA TANGGOLA**

Date Created: **October 18, 2023 13:39:05**

Date Submitted: **October 18, 2023 13:39:05**

Date Issued: **October 18, 2023 13:50:14**

BOC Action	Owner	Start Date	End Date	Remarks
For Review	ECD , ECD	2023-10-18 13:39:05	2023-10-18 13:41:09	
For Approval	ECD , ECD	2023-10-18 13:41:09	2023-10-18 13:50:14	
Approve CO	ECD , ECD	2023-10-18 13:50:14	2023-10-18 13:50:14	

[Back](#)

7 Pre-Evaluated Report

7.1 In the 'Pre-Evaluated Report' module, all the items approved by BOC ECD will be visible. Users can utilize various search parameters to find specific items. A downloadable report is also accessible in the account, allowing the generation of an Excel file.

Dela Cruz, Juana

PER Approved List [Home](#) / [PER Approved List](#)

Approved Date (Start) Approved Date (End)

Product Code AHTN/HS Code

Product Description

[Search](#)

Show entries [Download Details](#)

Date Approved	Product Description	Product Number Code	AHTN Code	Date of Expiry	Action
2023-10-24	tow	tow	40151910	2024-10-24	
2023-10-24	Yow	Yow	40151910	2023-10-24	
2023-11-10	STEEL PRODUCTS	PRODUCT 123	85171400	2023-10-15	
2023-11-10	ENGINE MACHINE	PRODUCT 123	40151910	2023-10-15	
2023-10-11	GARMENT AND TEXTILES	FLATSCREENTV123456	85171400	2023-10-11	

Showing 1 to 5 of 5 entries Previous Next

7.2 The user can view the details of the approved PER by clicking the eye icon under the Action column. The detailed page of the item will also reflect the history and the BOC officer in charge during the uploading, review, and approval processes.

☰
Dela Cruz, Juana ⚙️

[Home](#) / PER Detailed Page

PER Detailed Page

Product Number / Code *	Product Description *
<input type="text" value="tow"/>	<input type="text" value="tow"/>
AHTN Code *	FOB Price USD (if RVC)
<input type="text" value="40151910"/>	<input type="text" value="56"/>
Value of Non Originating Materials (if RVC)	Percentage (if RVC)
<input type="text" value="6"/>	<input type="text" value="56"/>
Date of Approval *	Date of Expiry *
<input type="text" value="24/10/2023"/>	<input type="text" value="24/10/2024"/>

Uploaded By *	Date Uploaded *
<input type="text" value="ECD ECD"/>	<input type="text" value="2023-10-24 10:32:59"/>
Reviewed By *	Date Reviewed *
<input type="text" value="ECD ECD"/>	<input type="text" value="2023-10-24 10:35:52"/>
Approved By *	Date Approved *
<input type="text" value="ECD ECD"/>	<input type="text" value="2023-10-24 10:35:56"/>

8 Pre-Evaluated List

8.1 In the 'Pre-Evaluated List' module, all the items approved by BOC ECD will be visible. Users can utilize various search parameters to find specific items. A downloadable report is also accessible in the account, allowing the generation of an Excel file.

PEL Approved List

[Home](#) / PEL Approved List

Created Date (Start)	<input type="text" value="dd/mm/yyyy"/>	☐	Created Date (End)	<input type="text" value="dd/mm/yyyy"/>
Product Code	<input type="text"/>		AHTN/HS Code	<input type="text"/>
Product Description	<input type="text"/>		Origin Criterion	<input type="text"/>

Show 25 entries

Date Approved	Product Description	Product Number Code	AHTN Code	Origin Criterion	Action
2023-10-17 09:44:22	coconut tree	T9	05061000	PRE	
2023-10-11 14:58:24	STEEL PRODUCTS	PRODUCT 123	85171400	RVC	
2023-10-11 14:58:24	ENGINE MACHINE	PRODUCT 123	40151910	RVC	
2023-10-11 14:50:57	STEEL PRODUCTS	PRODUCT 123	85171400	RVC	
2023-10-11 14:50:57	ENGINE MACHINE	PRODUCT 123	40151910	RVC	
2023-10-11 14:47:07	Wooden Chair from cebu	Wooden Chair	05061000	RVC	

Showing 1 to 6 of 6 entries
Previous 1 Next



8.2 The user can view the details of the approved PEL by clicking the eye icon under the Action column. The detailed page of the item will also reflect the history and the BOC officer in charge during the uploading, review, and approval processes.

☰
Dela Cruz, Juana ⚙️

PEL Detailed Page

[Home](#) / [PEL Detailed Page](#)

Product Number / Code *	Product Description *
T9	coconut tree
AHTN Code *	Origin Criterion *
05061000	PRE
FOB Price USD (if RVC)	Value of Non Originating Materials (if RVC)
10	10
Percentage (if RVC)	Date Issued *
10	12/10/2023

Uploaded By *	Date Uploaded *
ECD ECD	2023-10-12 05:43:40
Reviewed By *	Date Reviewed *
ECD ECD	2023-10-17 09:44:10
Approved By *	Date Approved *
ECD ECD	2023-10-17 09:44:22

9 Logs

9.1 In the 'Activity Logs' Module, the user can view all the activity logs performed in the system.

☰
Dela Cruz, Juana ⚙️

Activity Logs

[Home](#) / [Activity Logs](#)

Show 25 rows ▾
Search:

No	Task Description	Date of Transactions						
1	Deleted Wholly Obtained: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th>AHTN Code</th> <th>Product Number/Code</th> <th>Product Description</th> </tr> </thead> <tbody> <tr> <td>87036032</td> <td>1234566</td> <td>Test "Add Wholly Obtained Goods"</td> </tr> </tbody> </table>	AHTN Code	Product Number/Code	Product Description	87036032	1234566	Test "Add Wholly Obtained Goods"	2023-10-27 09:46:18
AHTN Code	Product Number/Code	Product Description						
87036032	1234566	Test "Add Wholly Obtained Goods"						
2	Updated Password	2023-10-24 10:01:57						
3	Updated Password	2023-10-24 10:00:43						
4	Account Update: First Name from Juan to Juana Middle Name from Tanggal to Tanggola Last Name from Dela Cruz to Dela Cruz Company Name from One Global to One Global	2023-10-24 09:58:22						
5	Importer Update: Company Name from TEST to TEST1	2023-10-24 09:48:11						
6	Created New Import: TEST	2023-10-24 09:47:47						
7	Deleted Wholly Obtained: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th>AHTN Code</th> <th>Product Number/Code</th> <th>Product Description</th> </tr> </thead> <tbody> <tr> <td>85115099</td> <td>8888888</td> <td>testing</td> </tr> </tbody> </table>	AHTN Code	Product Number/Code	Product Description	85115099	8888888	testing	2023-10-24 09:45:37
AHTN Code	Product Number/Code	Product Description						
85115099	8888888	testing						
8	Created CO Application: BOC-ECOD-20231024000002	2023-10-24 09:44:58						
9	Created CO Application: BOC-ECOD-20231024000002	2023-10-24 09:44:51						
10	Created CO Application: BOC-ECOD-20231024000001	2023-10-24 09:41:35						



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10 Reports

10.1 In the 'Report' module, the user can set the date range, specify the reference number or Consignee/Importer to generate a detailed report in an Excel file. The detailed report contains a list of all the applications and their respective details created in the account.

☰
Dela Cruz, Juana ✖

ECO Report

Home / ECO Report

Start Date

Reference No

End Date

Consignee

Download

Search

Show entries Search:

Application Number	eCO Reference Number	Importer	Port	Country Of Destination
BOC-ECOD-20231025000005		MARIO LUIGI	Bangar	MALAYSIA
BOC-ECOD-20231025000004		MARIO LUIGI	Bangar	MALAYSIA
BOC-ECOD-20231025000003		JOSELITO DELA CRUZ	Bangkalan	MALAYSIA
BOC-ECOD-20231025000002		JOSELITO DELA CRUZ	Bangkalan	MALAYSIA
BOC-ECOD-20231025000001		1	Muara	CAMBODIA
BOC-ECOD-20231024000003		TEST COMPANYS	Muara	BRUNEI DARUSSALAM
BOC-ECOD-20231024000002		ROCKWELL INCORPORATION	Kuala Lumpur	MALAYSIA
BOC-ECOD-20231024000001		ROCKWELL INCORPORATION	Ranong	THAILAND
BOC-ECOD-20231023000002		COCO LUMBER INDUSTRIAL INC	Cam Lam	INDONESIA

11 Profile

11.1 Navigate to the top right portion of the system dashboard and click the 'Profile' icon to update the profile information and password.

Profile Information

TIN *

Username *

First Name *

Middle Name

Last Name *

Email Address *

Mobile Number *

Telephone Number *

Company Name *

Address *

Country *

Zip Code *

Update Profile

Update Password

New Password *

- Password should have atleast 1 uppercase letter
- Password should have atleast 1 lowercase letter
- Password should have atleast 1 numeric character
- Password should have atleast 1 special character

Confirm Password *

Update Password



12 Code Maintenance

12.1 Navigate to the top right portion of the system dashboard and click the **'Code Maintenance'** icon. Here, you can add a 'New Importer,' including the Company Name, Address, Zip Code, and Country. These are frequently used Importer details in the e-CO application to avoid duplicate data entry. Once the information is added, the system will auto-suggest and auto-populate the information.

The screenshot shows a web application interface for 'Code Maintenance'. At the top right, the user is identified as 'Dela Cruz, Juana'. Below the title, there is a search bar and a 'Show 25 entries' dropdown. The main content is a table with the following data:

<input type="checkbox"/>	Company Name	Address 1	Address 2	Country	Action
<input type="checkbox"/>	TEST1	TEST	TEST	CAMBODIA	<input type="checkbox"/>
<input type="checkbox"/>	ROCKWELL INCORPORATION	BEL-AIR MAKATI	GUADALUPE BRIDGE	MALAYSIA	<input type="checkbox"/>

Below the table, it says 'Showing 1 to 2 of 2 entries' and 'Previous 1 Next'. On the right side, there is a dark blue button labeled '+ New Importer' and a link for 'Delete Selected'.