

Bureau of Customs

BOC e-CO PORTAL

EXPORTER USER MANUAL V1.0 2023

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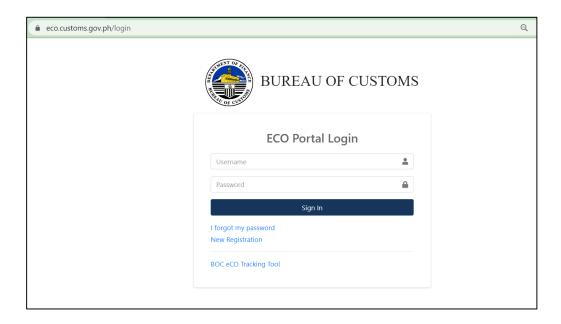
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1 Getting Started

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://eco.customs.gov.ph/login. The user must be able to register an account.



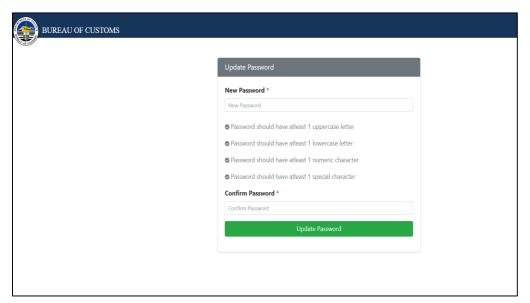
2.2 On the System, click the "New Registration" button, enter the registered TIN (Tax Identification Number) in the designated field. The system will then validate the TIN to ensure it is associated with an activated CPRS (Client Profile Registration System) as an Exporter in the BOC E2M (Electronic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

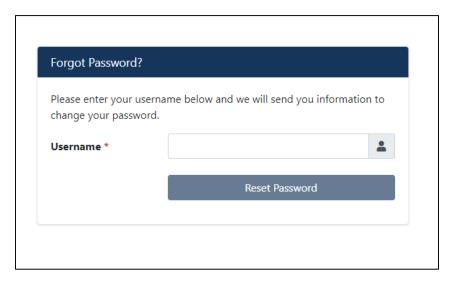


2.3 To activate your registered account, log in using your username and temporary password. Once logged in, enter your new password and confirm it to complete the account activation process.



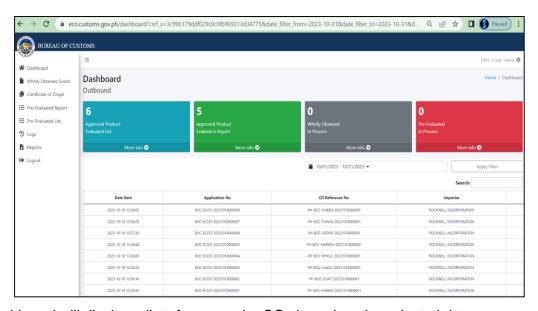
3 Forgot Password

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

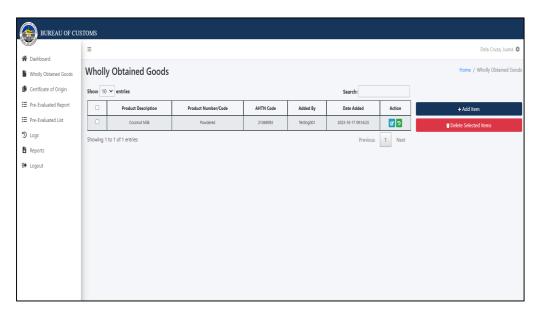
4.1 Upon successfully updating the password, the user will be redirected to the portal dashboard. The dashboard will display a summary of approved product evaluation report, the product evaluation list, and ongoing Certificate of Origin in processes.



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

5 Wholly Obtained Goods Module

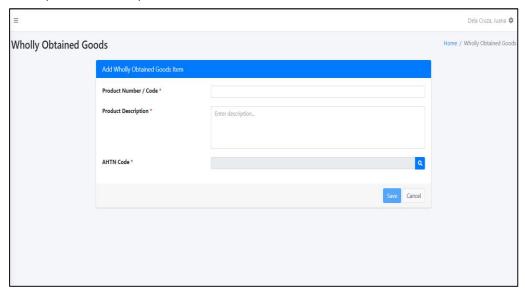
5.1 On the sidebar click the "Wholly Obtained Goods" module. The user must be able to add, delete, update and check logs of the items.



The 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.



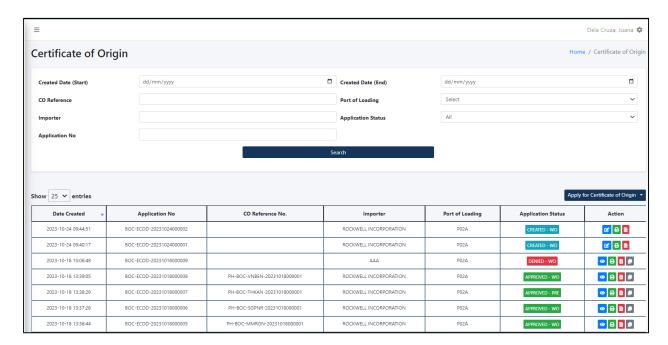
If the user wants to remove an item from the list added under 'Wholly Obtained Goods,' simply check the box next to the item and click the 'Delete Selected Item' button to proceed.

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

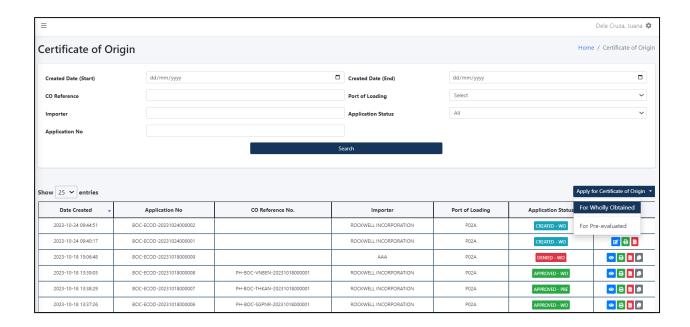


6 Certificate of Origin

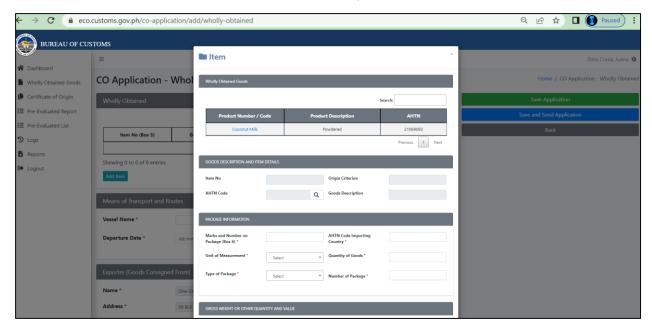
6.1 Click on the 'Certificate of Origin' module to access all the applications created within the account. The user will then be redirected to the 'Certificate of Origin' dashboard, where various search parameters can be utilized.



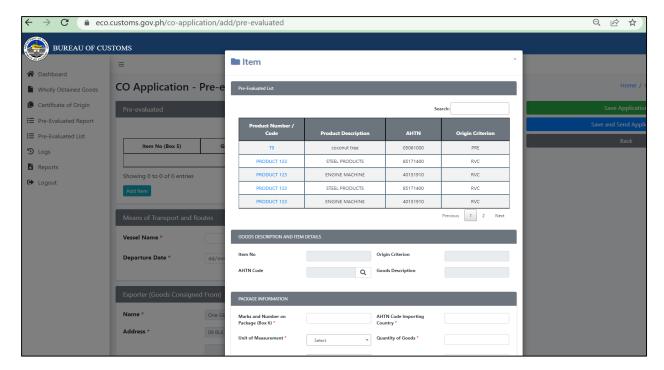
6.2 To apply for an Electronic Certificate of Origin, click on 'Apply for Certificate of Origin.' The user should be able to select either 'For Wholly Obtained' or 'For Pre-evaluated CO'.



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



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.

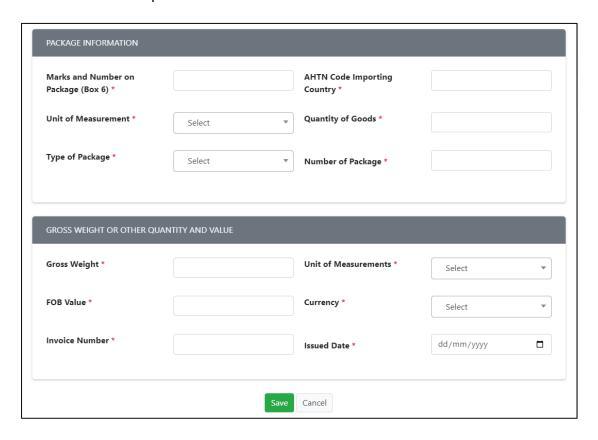


The procedure and requirements for applying pre-evaluation of goods are provided at the Bureau of Customs' Customs Memorandum Order (CMO 02-2010).

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

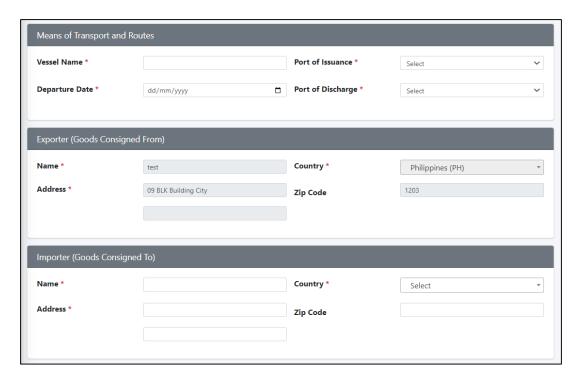
- 1. The Client/Exporter apply for pre-export evaluation and submit all documents at either nearest port (e.g. POM) or directly to the Export Coordinating Division (ECD)
- 2. ECD/Port Personnel evaluate the application using BOC's internal pre-evaluation process
- 3. Once approved, the ECD/Export Division 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.

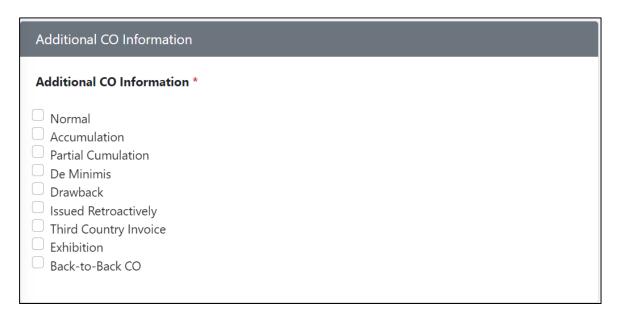


6.2.4 The user must also complete the 'Means of Transport and Routes', 'Exporter', and 'Importer' fields. For the Importer field, the user can use the code maintenance (Refer to Section 12 of this manual) to add commonly used Importer details to the list.

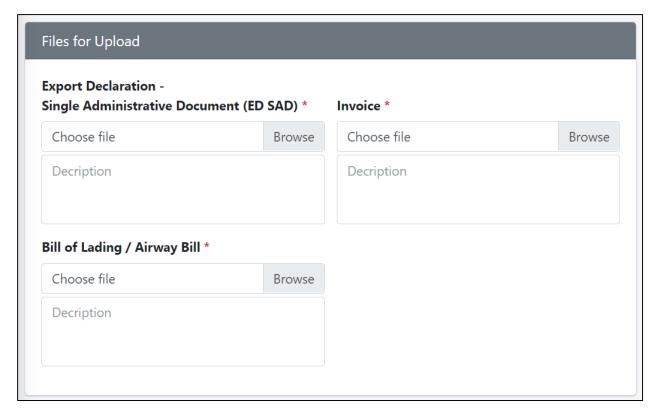
The Exporter field will be automatically populated based on the user's registration information.



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.



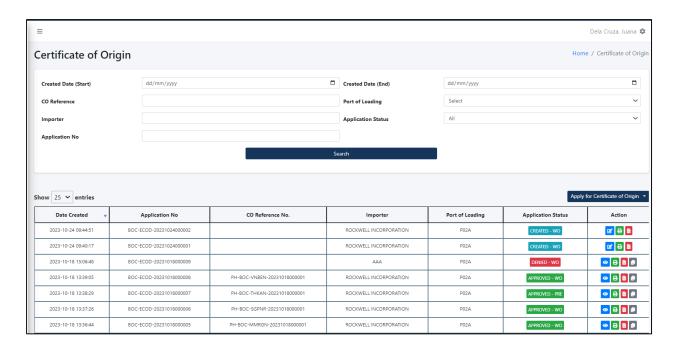
6.2.6 The user should be able to upload the following documents within the application: Export Declaration Single Administrative Document, Bill of Lading/Air Waybill, and Invoice. While the description box is not mandatory, users can utilize this field to include any remarks or notes regarding the documents.



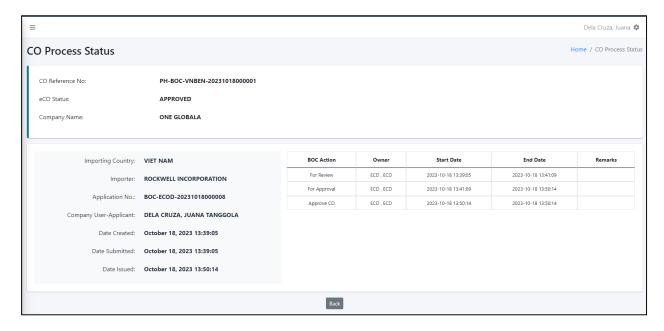
6.2.6 If all the information is completed and the mandatory fields are filled out, the user can choose to 'SAVE' or 'SAVE AND SEND' the application. All created applications can still be edited. Once submitted, an email notification will be sent to the registered email address.

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 button 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

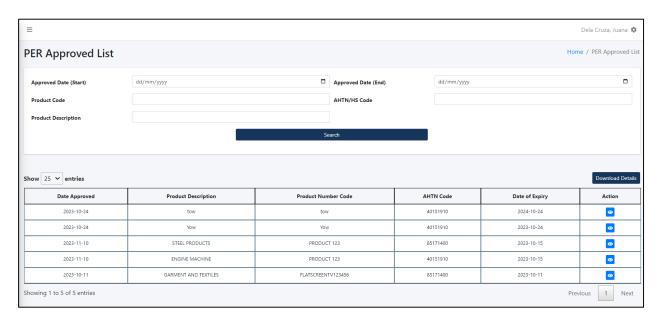


6.4 In the 'Application Status' column, the user should be able to view the complete history of a specific application, including any updated status and the corresponding BOC officer in charge.



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.

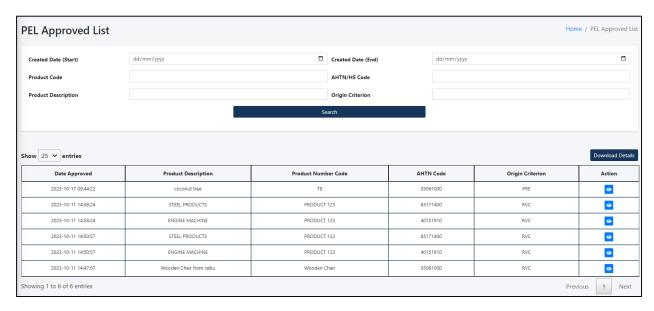


7.2 The user can view the details of the approved PER by clicking the eye icon under the Action column. The detailed page of the item will also reflect the history and the BOC officer in charge during the uploading, review, and approval processes.



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.

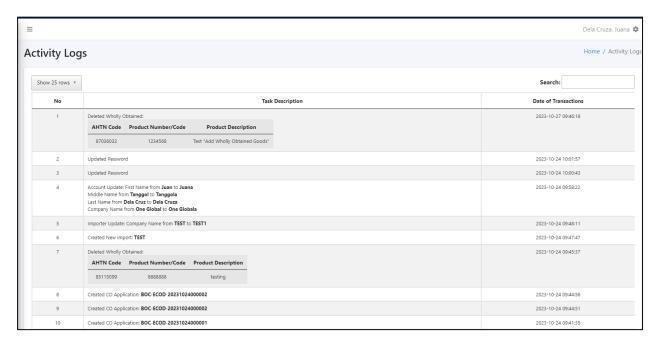


8.2 The user can view the details of the approved PEL by clicking the eye icon under the Action column. The detailed page of the item will also reflect the history and the BOC officer in charge during the uploading, review, and approval processes.

=		Dela Cruza, Juana 🌣
PEL Detailed Page		Home / PEL Detailed Page
Product Number / Code *	Product Description *	Back
Т9	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	

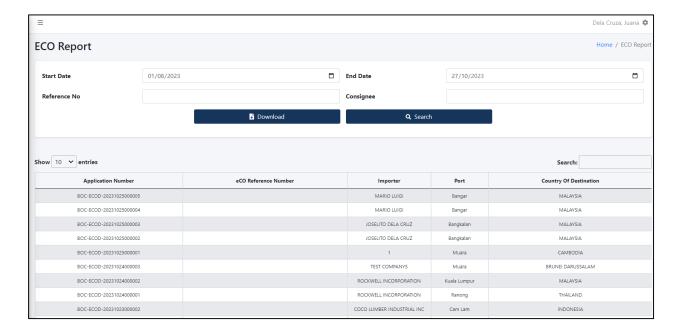
9 Logs

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



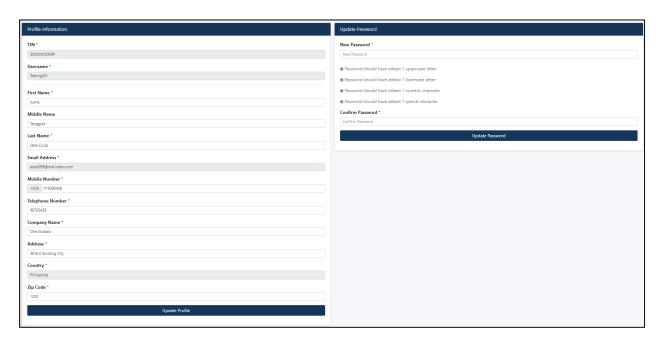
10 Reports

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.



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.



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.

