CPRS

Client Profile Registration System
Quick User Guide

Your guide to:

- Check your CPRS Status
- BOC responses
- Edit "Rejected" profiles

How to check the Sent Client Profile

This will let the user know the response of customs thru VASP sending. Three possible statuses:

- Accepted - this will be the feedback status from the bureau of customs that the profile send has been stored

- Rejected – this will be the feedback status from the bureau of customs that the profile send is error.

- Rejected-error – this will be the feedback status from the bureau of customs that the profile sent is failed to pass CDEC validations.

Where to find BOC responses?

- For Accepted profile, responses will send directly to the email address stated under "client information".

- Responses from the Bureau of Customs thru email
  - Stored – this will be the initial sending or simply accepted from the user interface.
  - Complete – applicable for amended profile.
  - Evaluate – applicable for amended profile.

...BOC responses

- Endorsed – applicable for amended profile.
- Accredited – applicable for amended profile.
- Approved – this will be the response if the profile is approved by CAS and with the Attached Certificate of Registration (COR).
- Activated – this will be the response if the profile is accredited by MISTG.
- Disapproved – this will be the response of CAS if the profile is incorrect or have certain information even a single letter not matched on the existing record. - This will need to resend the profile. Modify the reason of disapproval then resubmit.

How to edit and resend the rejected profile

- View the reason of rejection
- From the inbox folder, click the TIN number.
- Click the summary sub-documents located on the upper right portion of the screen. Error message will be visible.
- Edit the rejected profile
-    from the rejected folder, click the edit button. The application will open then, modify the error.
-    After modifying the error, click on the button. Send the edited profile

Get in touch

- Visit us at www.cdec.com.ph
- Email us at cs@cdec.com.ph
- Call us at
  - 551- 1030/1032/1034
  - 551- 1038/1039/1041

Thank you!