



1 – ASSESSMENT

(aka. EGDVS)

Brokers Training Manual

1-ASSESSMENT FOR A BIAS-FREE APPRAISAL



1. Lodge your Import Goods Declarations through your preferred VASP / AIP.



2. Once the Goods Declaration is submitted to E2M, prepare High Quality Electronic (100-200 dpi) images of the document that will be submitted to the assigned Customs Officer

- * Notarized Pre-SAD
- * Invoices
- * Packing List
- * Bill of Lading
- * Permits & Licenses
- * Other supporting documents (if applicable)



3. Go to *egdvs-broker.customs.gov.ph*, your access to the system have been defaulted to your Tax Identification Number (TIN) and Customs Client Number (CCN)




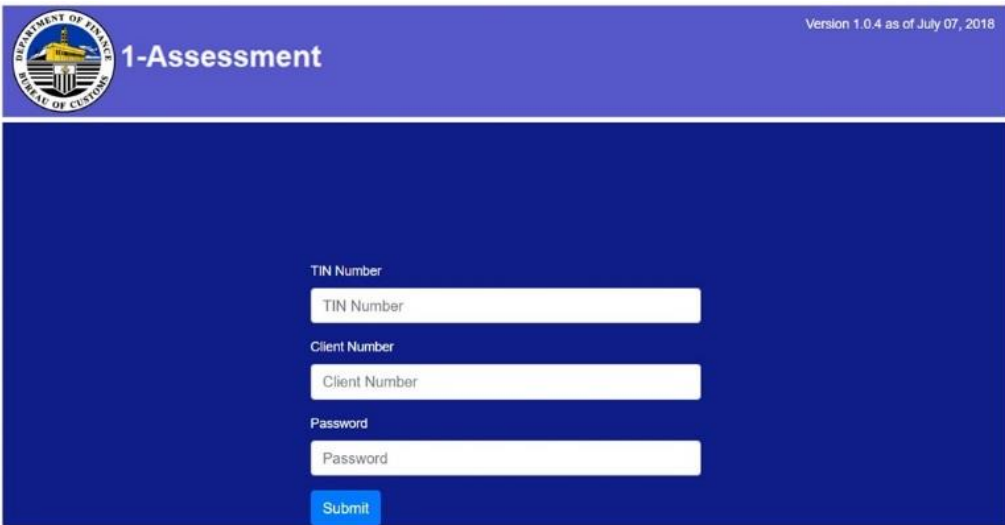
4. Upload the needed files and monitor the status of your Goods Declaration Lodgements from Examination Assignment all the way to Complete Assessment.

! You can only attach PDF, PNG or JPG files with a maximum size of 5MB / attached file.

5. Once **Assessed**, proceed to settlement of your Duties/Taxes and other fees through your Authorized Agent Bank.

I. Accessing the Page

- 1: In your screen, click the "Start"  Menu located at the lower left of your screen
- 2: Type "chrome" or "Firefox". (Best used in chrome to avoid compatibility issues)
- 3: Click "Enter" button in your keyboard. (Same method if you're using windows 8 or older)
- 4: At the address bar, type or copy and paste this link: egdvs-broker.customs.gov.ph
- 5: You will be redirected to the home page of eGDVS website.



DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

1-Assessment

Version 1.0.4 as of July 07, 2018

TIN Number

Client Number

Password

Submit

1: Enter your TIN, Client Number and Password

2: Click "**Submit**"

Upon successful log-in, the Broker's Initial Screen will be displayed.

If not successful, user will be informed through an error message.

II. Display, Search and Selection of Goods Declaration

This Page lists all the Goods Declarations lodged with the VASP.

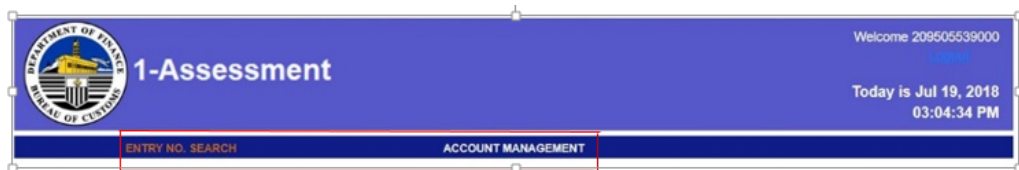
The screenshot displays the '1-Assessment' interface for the Department of Finance, Bureau of Customs. The header includes the department logo, the title '1-Assessment', and user information: 'Welcome 209505539000' and 'Today is Jul 19, 2018 03:04:34 PM'. Below the header are two navigation tabs: 'ENTRY NO. SEARCH' and 'ACCOUNT MANAGEMENT'. The main content area is titled 'Search from Lodged Entry Numbers:' and contains several search filters: 'Year' (set to 2018), 'Entry Number', 'Port', 'Status' (set to 'Select an option.'), 'Lodgment Date From' and 'To' (both MM/DD/YYYY), and 'Entries per page' (set to 10). There are 'Search' and 'Reset' buttons at the bottom right of the filter section. Below the filter section, the text 'Entry Numbers' is visible.

The Screen is divided in 4 Sections

- 1- **The Menu Section:** Where Other Action are available; view is defaulted to Entry No Search. The other is Account Management
 - 2- **The Search fields:** for easier location and display of Goods Declarations of the Broker
 - 3- **The Pagnation:** to immediately go to a given page as clicked by the user.
 - 4- **The Table of Goods Declaration:** display is grouped by Status; broker clicks the Entry Number to display and work on
- If you wish to log out, click "**Logout**" located at the upper right corner of your screen.
This will close your session and exit you from the system.

1. The Menu Section.

This Page lists all the Goods Declarations lodged with the VASP.



Entry No Search - this is the default; where Goods Declaration are selected by Broker to attach the documents
Account Management - the facility for Broker to update their Password (to be discussed in succeeding pages)

2. The Search Fields

A screenshot of the search interface. At the top is the same blue navigation bar as in the previous image. Below it is a white search form titled 'Search from Lodged Entry Numbers:'. The form contains several input fields: 'Year' (set to 2018), 'Entry Number' (empty), 'Port' (empty), 'Status' (set to 'Select an option.'), 'Lodgment Date From' (empty), 'Lodgment Date To' (empty), and 'Entries per page' (set to 10). There are also two calendar icons for selecting dates. At the bottom right of the form are two buttons: 'Search' and 'Reset'. Below the form, the text 'Entry Numbers' is visible.

1. Enter the search parameters that you will need (Status, Entry Number, TIN, Date From and Date To).
Note: It is not necessary to fill up all the Search Parameters. EPU may choose what Parameter to enter.
2. Click "**Search**" to show result. Entries in the Table will be displayed based on the result of the Parameter that was entered.
3. To reset the values entered in the Search Parameter, click on "**Reset**" to clear values.

3. The Pagination

First	Previous	1	2	3	4	5	...	Next	Last
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If user opted to search for the Entry by navigating the screens

1. Click on any page number that appears in the bottom of the screen to quickly display entries in that page.
2. Click on **First** if user wants to see the First Page
3. Click on **Previous** if user wants to display the previous Page
4. Click on **Next** if user wants to display the next Page
5. Click on **Last** to display the last Page

4. The Table of Goods Declaration

TIN	Entry Number	Selectivity	Date Lodge	Port	Status	Last Update
209505539000	C85762	Red	18/Jun/2018 8:00:00 AM	P03	exam_incomplete	02/Jul/2018 2:33:25 PM
209505539000	C5696	Red	03/Jul/2018 8:00:00 AM	P13		
209505539000	C5697	Red	03/Jul/2018 8:00:00 AM	P13		
209505539000	C5698	Yellow	03/Jul/2018 8:00:00 AM	P13		
209505539000	C5699	Red	03/Jul/2018 8:00:00 AM	P13		
209505539000	C5700	Red	03/Jul/2018 8:00:00 AM	P13		
209505539000	C5701	Red	03/Jul/2018 8:00:00 AM	P13		
209505539000	C5702	Red	03/Jul/2018 8:00:00 AM	P13		
209505539000	C5703	Yellow	03/Jul/2018 8:00:00 AM	P13		
209505539000	C5704	Red	03/Jul/2018 8:00:00 AM	P13		

First	Previous	1	2	3	4	5	...	Next	Last
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This portion of the Screen lists all the Goods Declaration arranged in accordance with the Status.

****NOTE:** Make sure to manually **refresh** the page to update the lists on the table. (Press button or F% in your keyboard)

The following are the Status that needs the action of the Broker:

Blank - new entries, uploaded by VASP through Web Service

Back to Broker - entries returned by Customs Officer or Examiner or Assessor due to wrong data or poor resolution

Exam Incomplete - entries returned by Examiner due to Broker Alert

Note: Entries with Status other than those cited above are only for viewing.

If Entry number can be seen from the Table Display, click on the Entry Number OR navigate through the tables to look for the entry number. You may also do the Entry Number Search procedures.

Once an entry is clicked, the system will be directed to Broker's Action Page. Actions available depends on the Status.

III. The Broker's Action Page

ENTRY NO. SEARCH
ACCOUNT MANAGEMENT

Entry Number	C - 5696
Date Lodged	2018-07-03T00:00:00.000Z
Port	P13
Status	
Entry Serial	C

Status History

IMAGE CAPTURE

ASSESSOR'S NOTATION:*

BILL OF LADING:* No file chosen

INVOICE:* No file chosen

PRE-SAD:* No file chosen

PACKING LIST:* No file chosen

File Type: My importation has Import Permit and Licenses.

BROKER ALERT

	Request	Remarks	Due Date	Complete	Date Updated
X-Ray	<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	
Physical Exam	<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	
Additional Document	<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	
Other Requirements	<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	

EPU Remarks:

After clicking an entry from the Table List, system will be directed to the Action Page where Broker can upload all necessary documents if that Status calls for it. Otherwise, the page will just display the details of the Entry and the buttons are disabled.

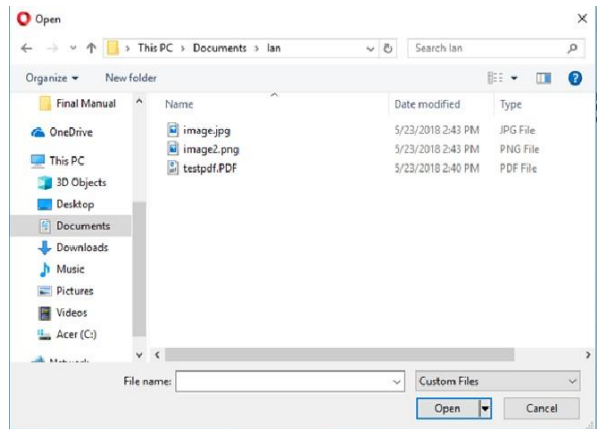
1. Attaching Mandatory Documents

IMAGE CAPTURE

ASSESSOR'S NOTATION:^{*}

BILL OF LADING: [*]	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="VIEW"/>
INVOICE: [*]	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="VIEW"/>
PRE-SAD: [*]	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="VIEW"/>
PACKING LIST: [*]	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="VIEW"/>

File Type: My importation has Import Permit and Licenses.



1. Click "**Choose File**" button from the areas marked with "^{*}".
2. Choose the appropriate documents for the required fields.
3. Click "Open".
4. Repeat Steps 2 to 4 for the proceeding items.

****NOTE: The only file formats accepted are: .PNG, .JPG, .PDF.
Each document *MUST NOT* exceed 5mb.****

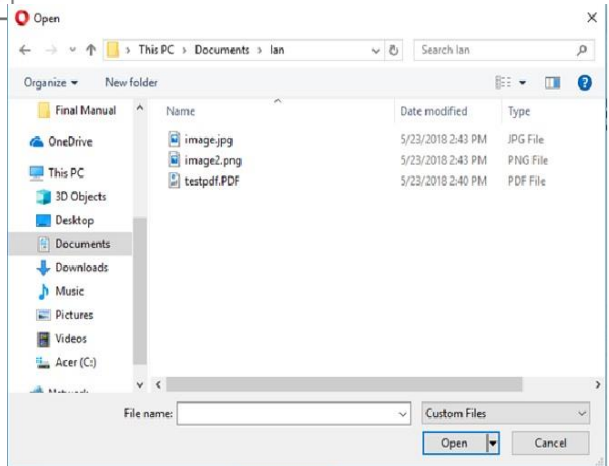
2. Attaching Other Documents



ADD DOCUMENTS

If there are additional documents to be attached or Importation and Licenses, you may click “**Add Documents**” OR click the checkbox on My Importation has Import Permit and Licenses.

The system will confirm if you really want to add documents for attachment. Click on OK to proceed.



The system will then display the directory of the files where you may choose file to attach.

Click on the Filename and Click on **Open** to attach the document

****NOTE: The only file formats accepted are: .PNG, .JPG, .PDF.**

Each document MUST NOT exceed 5mb.**

If 2 or more documents are required to upload, repeat steps above.

IV. Broker's Alert

BROKER ALERT

	Request	Remarks	Due Date	Complete	Date Updated
X-Ray	<input type="checkbox"/>		<input type="text"/> 	<input type="checkbox"/>	
Physical Exam	<input type="checkbox"/>		<input type="text"/> 	<input type="checkbox"/>	
Additional Document	<input type="checkbox"/>		<input type="text"/> 	<input type="checkbox"/>	
Other Requirements	<input type="checkbox"/>		<input type="text"/> 	<input type="checkbox"/>	

EPU Remarks:

SAVE

In case of Broker Alert, the Broker will immediately see the specific entry in the Table of Entries. Broker alert are filled out by Examiner and suspends the action from the Examiner and return the entry to Broker for compliance. Broker has no access to write on the Broker Alert Table.

To comply to Broker Alert:

1. Click on the Entry Number (from the Broker's Table of Goods Declaration)
2. Attach documents as necessary. If no documents are required from the Broker Alert, do not attach anything.
3. Click Save. This will return the workflow back to the one who returned the entry to Broker.

This will signify compliance to the Alert.

****NOTE:** *Save* button will only be available once all required documents have been filled out.

V. Status Summary

After clicking an entry (from the result at Entry number search), at the right part of the screen, you will see the **Status History** which shows the trail of the entry. (As seen below)

ENTRY NO. SEARCH
ACCOUNT MANAGEMENT

Entry Number	C - 5696
Date Lodged	2018-07-03T00:00:00.000Z
Port	P13
Status	
Entry Serial	C

Status History

IMAGE CAPTURE

ASSESSOR'S NOTATION: *

BILL OF LADING: *

INVOICE: *

PRE-SAD: *

PACKING LIST: *

File Type: My importation has Import Permit and Licenses.

BROKER ALERT

	Request	Remarks	Due Date	Complete	Date Updated
X-Ray	<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	
Physical Exam	<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	
Additional Document	<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	
Other Requirements	<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	

EPU Remarks:

VI. Account Management - Change Password

Initially, Brokers are provided passwords to use to be able to access the system.

However, it is advisable that as soon as possible, passwords are changed by the Broker to provide strict security.

ENTRY NO. SEARCH

ACCOUNT MANAGEMENT

Update Broker

TIN Number: *

Client Number: *

Password: *

Confirm Password: *

Save

Cancel

1. Enter new Password in the field for Password
2. Confirm your new Password in the field for Password
3. Click "**Save**"

VII. DEFINITION OF STATUSES

Role	Status	Definition
Broker	Blank	Entries that have been uploaded by VASP through Web Service
	Unassigned	When Broker has completely uploaded needed file
	Back to Broker	Returned to EPU, Examiner or Assessor; requests for additional/correct data from the Broker.
EPU	Image Captured	When EPU opens a Goods Declaration
	Broker Re-uploaded	When broker has re-uploaded entries. This could be from Exam Incomplete, Assess Incomplete, or Back to Broker
	Assigned E	When system has finally located and assigned an entry to Examiner
Examiner	Exam_start	When Examiner opens an entry for the first time to review
	Exam Incomplete	When Examiner ticks the Examination Incomplete Button and anything on the Examination Action is checked
	Broker Alert	When Examiner ticks on anything in the Examination Action, the list of pending issues are populated on the Status History panel.
	Exam Complete	When Examiner ticks the Examination Complete button and all the Examination Actions are complete
	Back to Examiner	Entry has been returned to Examiner for second pass.
	Exam Recaptured	Examiner clicks/opens the second entry.
	Assigned A	When system has finally located and assigned an entry to Assessor
	Assess Review	When Assessor opens an entry for the first time to review
	Assess Incomplete	When Assessor clicks Incomplete and writes in Remarks
	Assess Recapture	When Assessor acknowledges that EPU has completed image capturing of the missing documents.
Assessor	Back to Assessor	When Entry is returned to Assessor for second pass.
	Assessed	Transaction complete.