

## Automated Bonds Management System (ABMS) User Guide

### HOW TO CREATE BONDS?

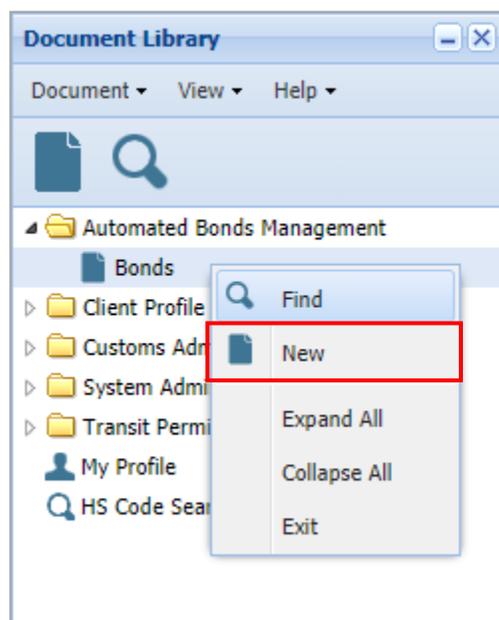
#### A. Login

1. Go to <https://www.ekonek.com/e2mweb/>
2. Input valid username and password then click **LOGIN**.



#### B. Bonds Filing

1. In left menu, click Automated Bonds Management > BONDS > **New**.



2. Bonds form will display. Logged-in user must fill-up all mandatory fields.

**Bonds - New**

File Edit View Help

✓ 🖨️ 📄 ?

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**BOND ACCOUNT**

ACCOUNT HOLDER

Customs Office: \_\_\_\_\_

Customs Client Number (CCN): \_\_\_\_\_

Tax Identification Number: 152393757000

Business Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

**BOND DETAILS**

**POLICY INFORMATION**

Bond Type: \_\_\_\_\_

**Bonds**

2.1 For **Bond Types**, the user must select **GW – General Warehousing Bond** to file for a Warehousing or GW bond.

**BOND DETAILS**

**POLICY INFORMATION**

Bond Type:

Policy Number: \_\_\_\_\_

Surety Company TIN: \_\_\_\_\_

Surety Company Name: \_\_\_\_\_

Issued Date: \_\_\_\_\_

Expiry Date: 12/31/2021

Bond Amount: \_\_\_\_\_

CT - Carrier/Transportation Bond

**GW - General Warehousing Bond**

RE - Re-Export Bond

2.2 **Expiry Date.** All approved GWB bond policies filed within the current year will expire on the 31st of December 2021.

BOND DETAILS	
POLICY INFORMATION	
Bond Type:	General Warehousing Bond
Policy Number:	000511
Surety Company TIN:	004711888000
Surety Company Name:	ABC INSURANCE CORPORATION
Issued Date:	01/01/2021
Expiry Date:	12/31/2021
Bond Amount:	2,000,000

3. To submit, the user must click the **Store** button.

File Edit View Help

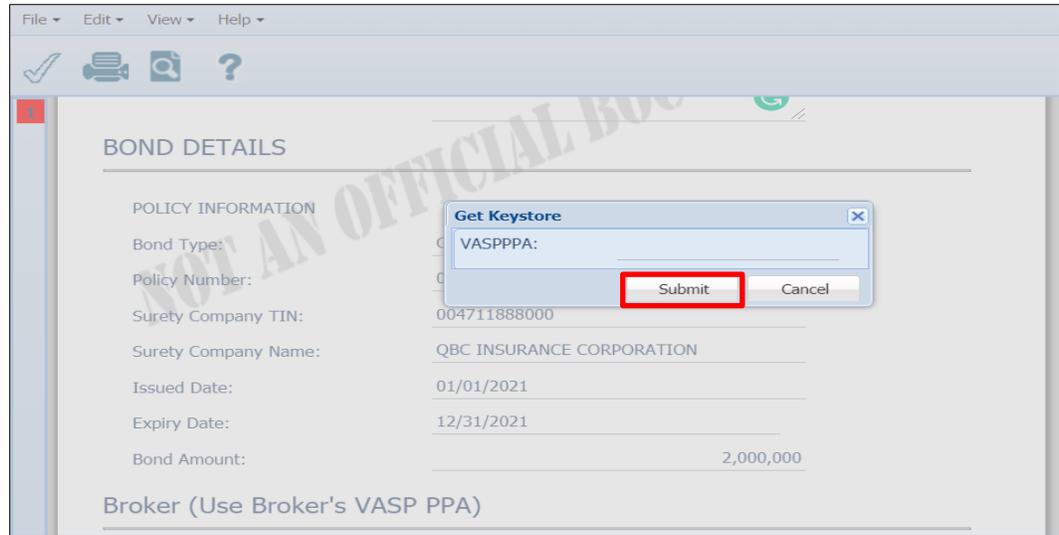
✓ [Printer] [Search] [Help]

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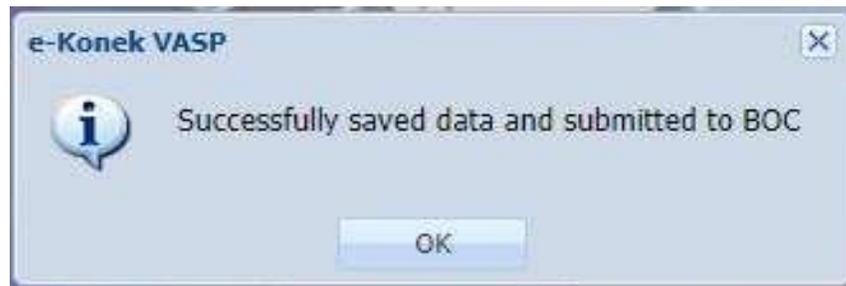
### BOND ACCOUNT

ACCOUNT HOLDER	
Customs Office:	P02A
Customs Client Number (CCN):	IM4567829087
Tax Identification Number:	000145678000
Business Name:	E-KONEK PILIPINAS, INC.
Company Address:	CARGOHAUS, PARANAQUE MANILA

4. Pre-payment pop-up will display. The user must select available prepayment account on the dropdown list. Once done, click the **Submit** button.



5. A notification will display indicating that the Bonds was successfully submitted.



## HOW TO SEARCH BONDS?

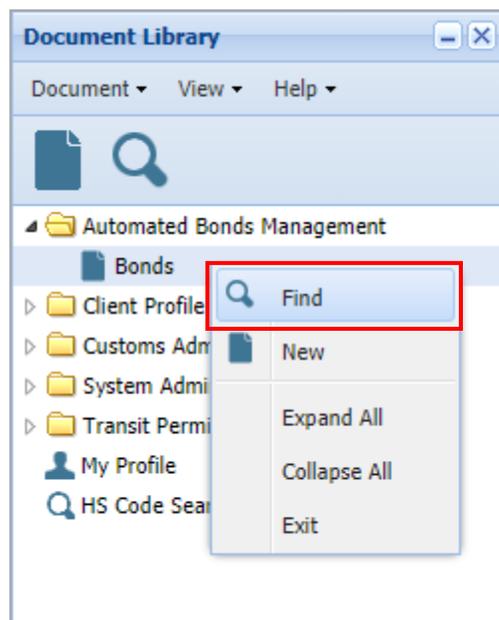
### A. Login

1. Go to <https://www.ekonek.com/e2mweb/>
2. Input valid username and password then click **LOGIN**.



### B. Search Bonds

1. In left menu, click Automated Bonds Management > BONDS > **Find**.



- To look for a specific Bond, the user must input data on the search parameters then click **Search** button to continue.

The screenshot shows the 'Finder: Bond' application window. At the top, there is a message: 'Please enter data for selection criteria, and proceed to find a specific document Bond'. Below this is a table with search criteria. The 'Criteria' column is set to 'all' for all fields. The 'Search' button, represented by a magnifying glass icon, is highlighted with a red box in the bottom right corner of the window.

Name	Criteria	Value #1	Value #2
Bond Status	all		
Policy Number	all		
Surety TIN	all		
Port	all		
Importer TIN	all		
Declarant TIN	all		
Created Date	all		

- Search result must be displayed. To view, the user must double-click a Bond.

The screenshot shows the 'Finder: Bond' application window displaying search results. The message at the top reads: '3293 documents found! Please select a document and select an action from the local menu.' Below this is a table of search results. The row with CCN 'IM0006798918' and Bond Type 'GW' is highlighted with a red box. The bottom right corner of the window shows 'Page 16 of 17'.

Status	CCN	Bond Type	Policy Number	Surety TIN	Port
Approved	IM0006970095	CT	C265116	001009467000	P03
Approved	IM0007299915	CT	20307	000433024000	P02A
Approved	IM0006894119	CT	C2302690	000471488000	P02B
Approved	IM0008939039	CT	C264493	001009467000	P03
Approved	IM0005147336	CT	C2517955	000433024000	P03
Approved	IM0006798918	GW	2580	001094068000	P02A
Approved	IM0004823877	CT	20166	000433024000	P14
Approved	IM0008918090	CT	C2303860A	000471488000	P14
Approved	IM0008768331	CT	19560	000433024000	P14
Approved	IM0008253897	CT	14742	001094068000	P02B
Store Error	IM0008273111	CT	C2602764	001009467000	P02A

4. Bonds form will display.

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**BOND ACCOUNT**

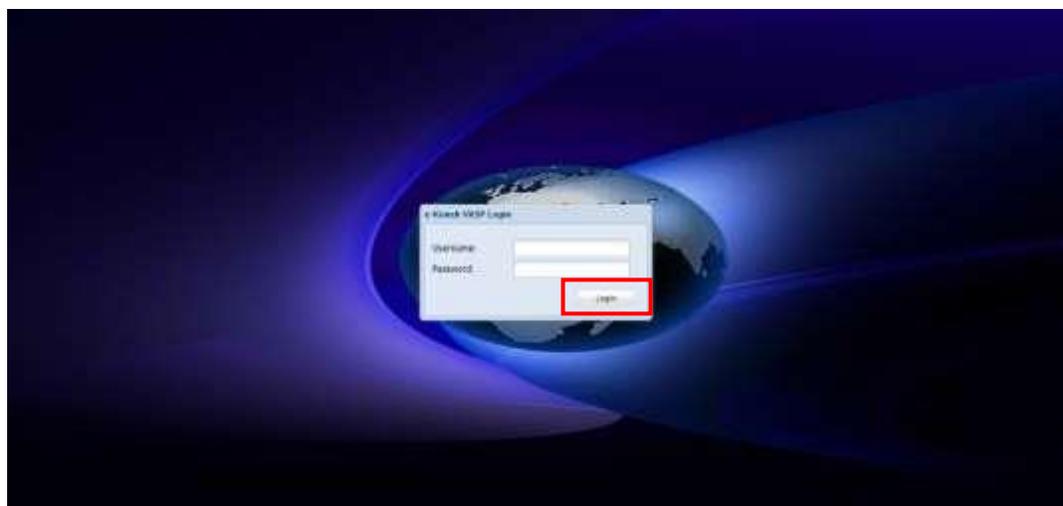
ACCOUNT HOLDER	
Customs Office:	P02A
Customs Client Number (CCN):	IM4567829087
Tax Identification Number:	000145678000
Business Name:	E-KONEK PILIPINAS, INC.
Company Address:	CARGOHAUS, PARANAQUE MANILA

Click **PRINT** button to print the Bonds.

## HOW TO CREATE SAD WITH ATTACHED BONDS?

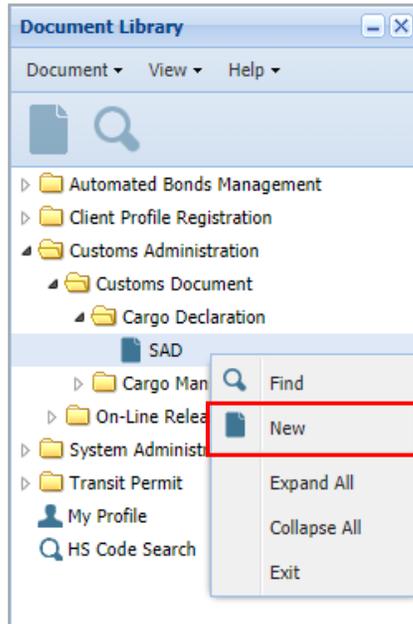
### A. Login

1. Go to <https://www.ekonek.com/e2mweb/>
2. Input valid username and password then click **LOGIN**.



## B. SAD Filing

1. In left menu, click Customs Administration > Customs Document > Cargo Declaration> SAD > **New**.



2. SAD form will display. Logged-in user must fill-up all mandatory fields.

The screenshot displays the SAD form interface. At the top, there is a disclaimer: "Disclaimer: This document is for information purposes only and shall NOT be submitted or used for processing at the Bureau of Customs nor be relied upon as a basis for compliance with any legal requirement." Below the disclaimer is a barcode. The form is divided into several sections:

- 2 Exporter/Supplier; Address:** 123 INTERNATIONAL COMPANY LTD. 12 NEW YORK ST. MANHATTAN ROAD LOS ANGELES, CALIFORNIA USA
- 3 Page:** 1 / 1
- 4:** (Empty field)
- 5 Item:** 1
- 6 Tot Pack.:** 20
- 7 Reference Number:** 2021 ABC0001
- 8 Importer/Consignee; Address:** CARGOHAUS PARANAQUE MANILA
- TIN:** 000145678000
- 9 CRF:** (Empty field)
- Number:** (Empty field)
- 11:** (Empty field)
- 12 Tot. F/I/O (Php):** 0.00
- 13 T. Rel.:** (Empty field)

The form also includes a 'Registry Number' field with the value 'MSK0001-21' and an 'OFFICE CODE' field with the value 'P02A'. A 'PORT OF MANILA Customs Reference' field is also present. A large 'DOCUMENT' watermark is visible across the bottom right of the form.

To use the General Warehousing (GW) Bonds with Stored status, the SAD Type of Declaration must be **Warehousing**.

3. In **T.O.P.** page, the user must select Code **52 – Bond Credit**.

SAD - New [2021]

File Edit View Help

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**Terms of Payment Page**

Model	Nbr of Items	Customs Office
7 7	1	P02A Port of Manila

Amount

52 - Bond Credit

52 BOND CREDIT

C.S.A.D Val. Note Item Val. Note Assmt. Notice Att. Doc **T.O.P.**

4. Policy Number declared on the Stored Bond must be inputted on Account No. field.

Declaration Reference	Declarant
2021 ABC0001	001122334455 ANDRES DELA CRUZ BLK 3 LOT 11 CAMBRIDGE VILLAGE PASIG CITY PHILIPPINES

Code	Non-Cash Instrument	Account No.	Amount
52	BOND CREDIT	000511	

Amount Collected

5. To submit, the user must click **Validate and Assess** button.

The screenshot shows the SAD - New [2021] application window. The 'Validate and Assess' button, represented by a green checkmark icon, is highlighted with a red box in the top toolbar. The main form area contains the following data:

Customs Reference	Assessment Reference	Model	Nbr of Items	Customs Office
		7 7	1	P02A Port of Manila

Declaration Reference	Declarant
2021 ABC0001	001122334455 ANDRES DELA CRUZ BLK 3 LOT 11 CAMBRIDGE VILLAGE PASIG CITY PHILIPPINES

Code	Non-Cash Instrument	Account No.	Amount
52	BOND CREDIT	000511	

Amount Collected

At the bottom of the window, there are tabs for: C.S.A.D, Val. Note, Item Val. Note, Assmt. Notice, Att. Doc., and T.O.P.

6. Pre-payment pop-up will display. The user must select available prepayment account on the dropdown list. Once done, click the **Submit** button.

The screenshot shows the same SAD - New [2021] application window as in the previous image, but with a 'Get Keystore' pop-up dialog box open. The dialog box contains the text 'VASPPPA:' and a dropdown menu. The 'Submit' button in the dialog box is highlighted with a red box. The background form data is the same as in the previous image.

7. A notification will display indicating that the SAD was successfully submitted.

