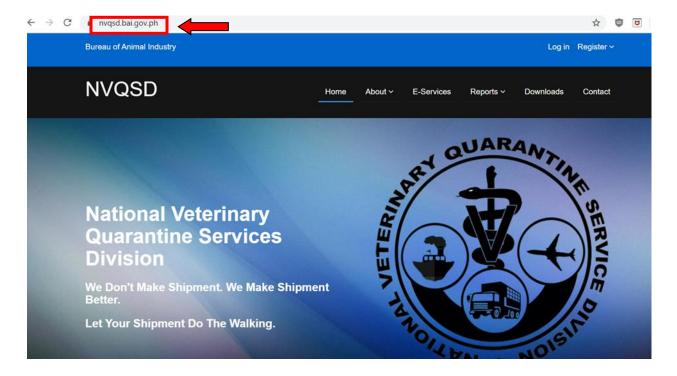
STEPS: APPLICATION PROCESS FLOW

- 1. New User Registration / Create User Account (1st Time User)
- 2. Profile Creation (One-time Activity)
- 3. How to apply? Application Submission
- 4. Printing of Application

1. New User Registration/Create User Account (1st Time)

Creation of National Veterinary Quarantine Services (NVQS) Account Log-in:

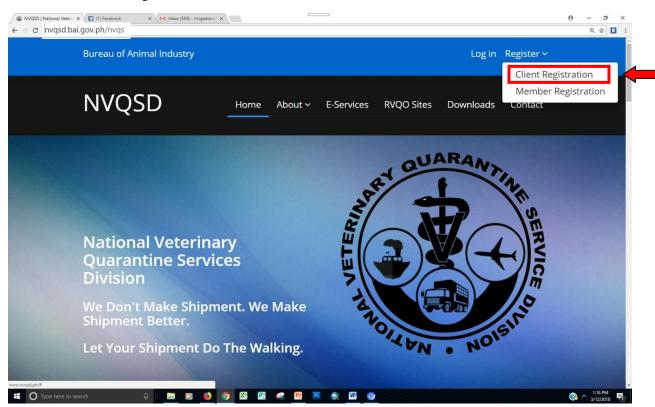
- Open Internet Browser (Google Chrome / Mozilla Firefox / Internet Explorer version 9 or higher).
 Go to the address bar and type the URL: https://nvqsd.bai.gov.ph/
- b. Click the Register Tab and Register as CLIENT



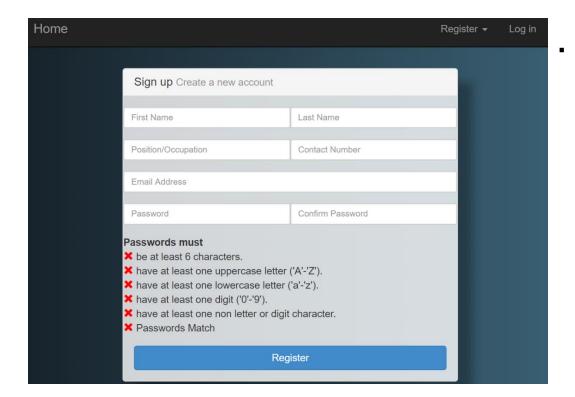
2. Click on the Register button at the upper right corner of the website



3. Select the Client Registration



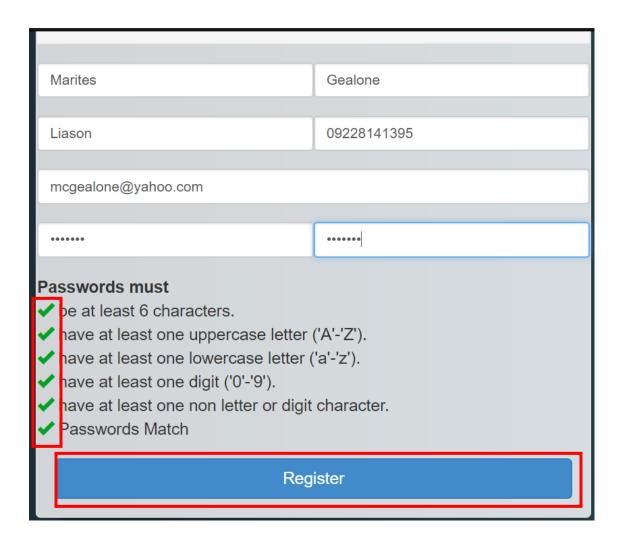
Fill the information required below



IMPORTANT NOTE:

Your password must:

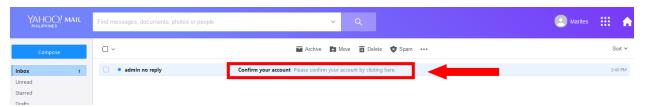
- Be at least 6 characters
- have at least one uppercase letter ("A" to "Z");
- have at least one lowercase letter ("a" to "z");
- have at least one digit ("0" to "9") and;
- have at least one non letter or digit character.
 - o Sample Valid Password: Nvqs123#
- Passwords match re-enter password to confirm



4. If all the entries are correct and all the X buttons in the password requirements are displayed as checked, click



5. Verify your account through your email address. Check your INBOX or SPAM and look for the sender name admin no reply to confirm your account.



6. Open the message and click the link here to verify your account.

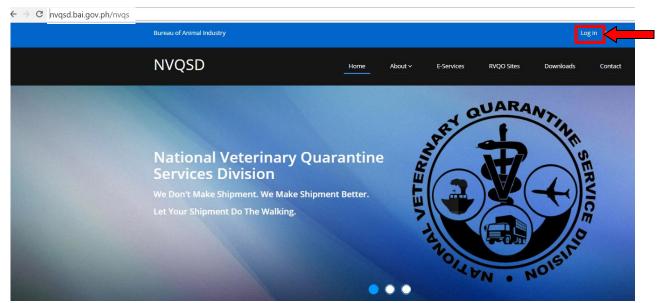


7. The Account Confirmation message will prompt you

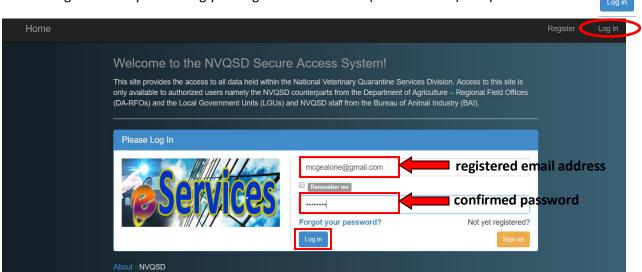


2. CREATING YOUR PROFILE (ONE TIME ACTIVITY)

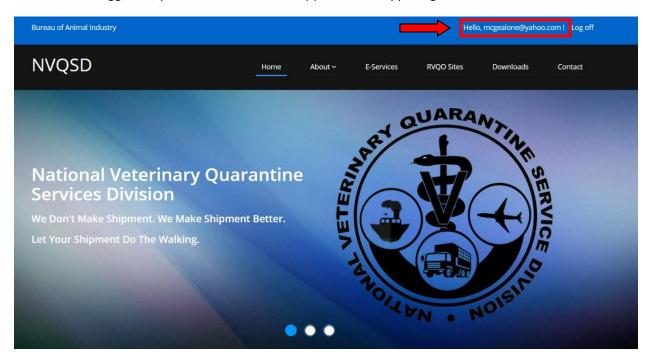
1. Open Internet Browser (Google Chrome / Mozilla Firefox / Internet Explorer version 9 or higher) and go to the address bar and type the URL: https://nvqsd.bai.gov.ph/ and click the Login button



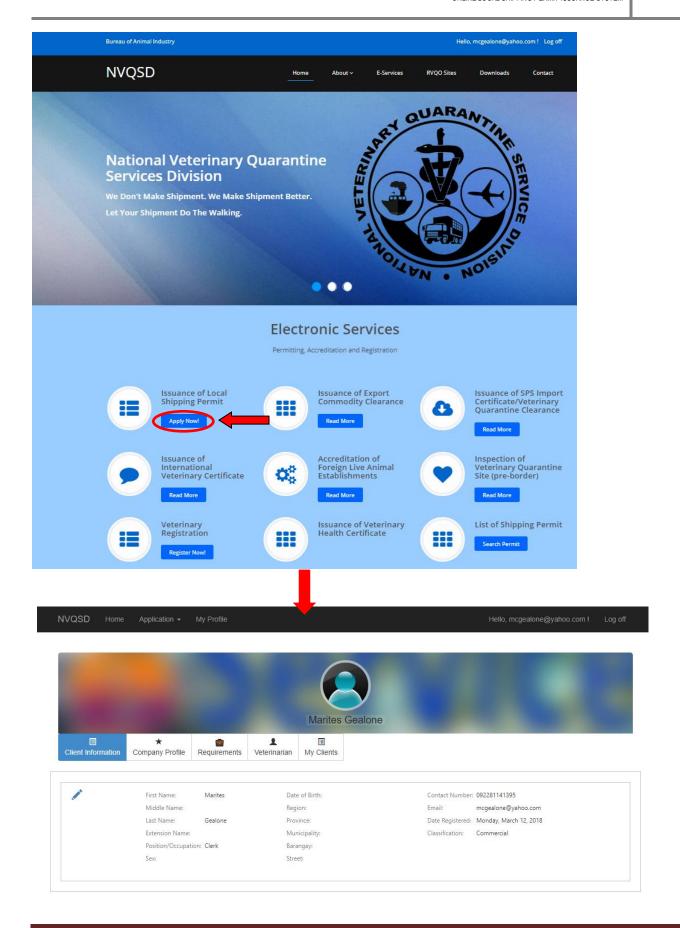
2. Log-in to the system using your registered Username (email address) and password. Click



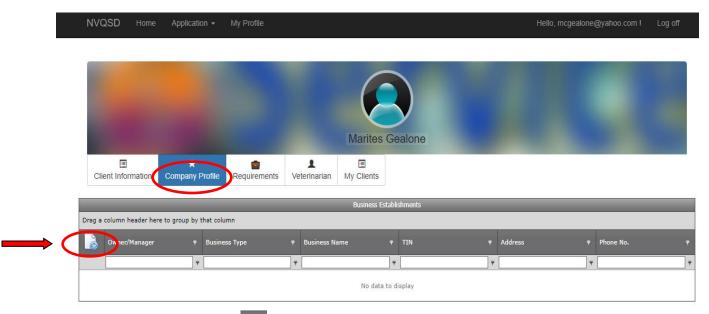
3. Once logged-in, your email address will appear at the upper right corner of the NVQSD website



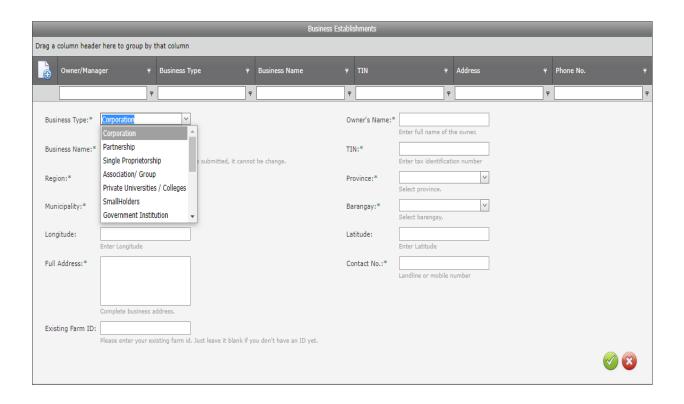
4. Click the button and the client information will appear

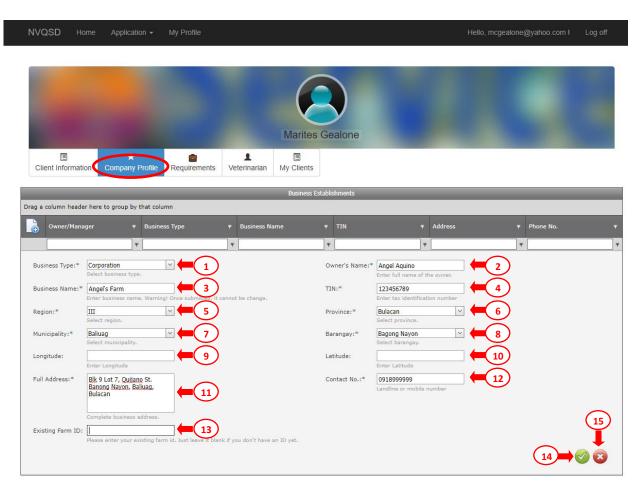


5. Click the Company Profile button and enter all the information needed.



- 6. Click the add button on the mid-left corner and the add form profile will appear.
- 7. Fill all mandatory information (marked with *). Those fields with drop down button have a stored list, you cannot type anything in it.





- 1. Business Type –the form of business, whether corporation, association, sole proprietorship, etc.
- 2. Owner's Name the owner of the company or business
- 3. Business Name registered name of the company
- 4. TIN Tax Identification Number of the company
- 5. Region the region where the company located
- 6. Province the province where the company is located
- 7. Municipality the city or municipality address of the company
- 8. Barangay the barangay location of the company
- 9. Longitude the x axis which can be derived through the use of GPS or mobile device (not required)
- 10. Latitude the x axis which can be derived through the use of GPS or mobile device(not required)
- 11. Full Address the complete address including bldg. number, streets and others
- 12. Contact Number the contact number of the company (mobile or phone number)
- 13. Farm ID the existing farm identification provided by BAI (not required)
- 14. Done Button after filling up all the information, click this button to proceed to the next process
- 15. Cancel Button to exit



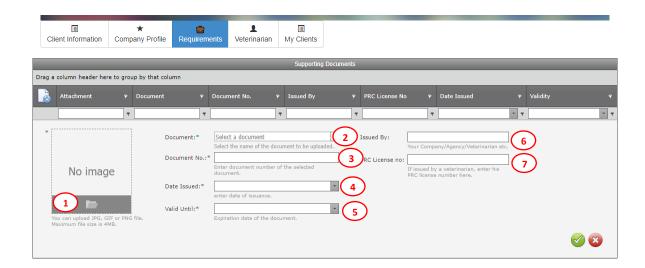
button again.

- 3. To add another company, click the add
- 4. Fill all mandatory information (marked with *)
- 5. Click of to finish data entry.
- **8. THE REQUIREMENTS TAB.** The Requirements tab is the secured storage of the company that can store all documents regularly required by BAI to submit. This can only be accessed by the authorized representative and cannot be viewed in public.

In this tab you can store company's documents like, business permit, accreditation certificates (handler's license, breeder farm certificates, etc.), veterinary health certificate and can be retrieved by the company when needed.



- a. To add click the Click the add button on the mid left corner and the add form profile will appear.
- b. Fill all mandatory information (marked with *). Those fields with drop down button have a stored list and cannot type anything on it.



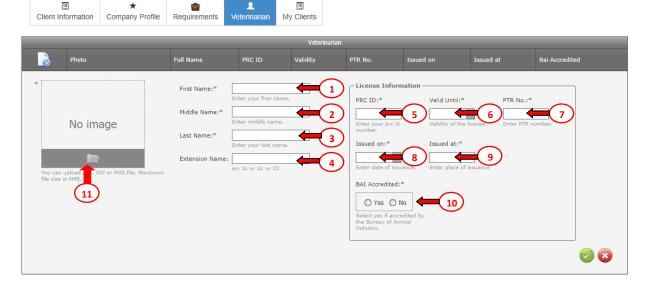
- 1. Image Original Copy of documents- scanned using color scanner or mobile phone camera. Image to be uploaded should be clear and colored using JPG, GIF or PNG format with maximum file size of 4MB. Rotate the image to appear in its correct portrait orientation.
- 2. Document type of documents to be uploaded
 - a. Veterinary Health Certificate (VHC)
 - b. Certificate of Meat Inspection
 - c. Meat Inspection Certificate
 - d. Registration of Transport Carrier
 - e. Livestock Handler's License
 - f. License to Operate (LTO) meat processing plant issued by FDA
 - g. Laboratory Test Results and Laboratory Compliance Certificate
 - h. Individual Certificate of Product Registration (CPR) issued by FDA
- 3. Document No. identification number of the license or certificate scanned
- 4. Date Issued date of the issuance
- 5. Valid Until the expiry date of the license or certificate
- 6. Issued by name of the company or individual who issued the certificate
- 7. PRC License No. if the certificate is issued by a veterinarian the PRC license is required like VHC

9. FARM VETERINARIAN REGISTRATION

a. To add the farm veterinarian/s of the company, click the veterinarian tab



- b. Then click the add button on the mid left corner and the add form profile will appear.
- c. Fill all mandatory information (marked with *). Those fields with drop down button have a stored list and cannot type anything on it.
- d. To add another veterinarian just click the add button and repeat the process



- 1. First Name the given name of the veterinarian
- 2. Middle Name middle name
- 3. Last Name the surname
- 4. Extension Name example JR, SR, II III
- 5. PRC ID the number of the PRC license
- 6. Valid Until validity of the PRC ID
- 7. PTR No. the professional tax receipt number
- 8. Issued on when the license issued
- 9. Issued at where it was issued

- 10. BAI Accredited Veterinarian click yes if the veterinarian is accredited by BAI or no if not
- 11. Image –the photo of the veterinarian
- 10. After completing your COMPANY PROFILE, the BAI administrator will send an excel file of Client Profile to your email address for completion.

Steps in Submission of Client Profile to BAI's Domain

a. Update the Excel File sent by BAI which includes specific details such as:

For Live Animals/Animals Products/By-products: Farm Name, Farm Owners Name, Complete Address and Contact Details;

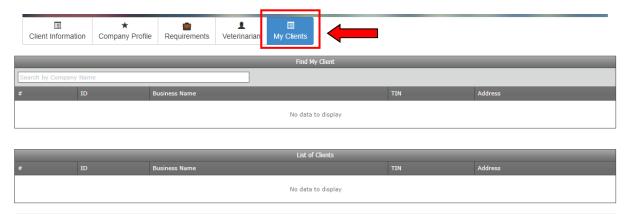
<u>For Meat Products:</u> Name of Store, Main Company Name/Corporate Identity, Type of Establishment, Salesman, Complete Address and Contact Details;

- b. Send the completed Client Profile via email.
- 11. This Client Profile will be uploaded in BAI's Domain and will be linked to your NVQS Account Profile. Clients that are NOT uploaded in the BAI's domain cannot be included in the proposed movement.
- 12. Clients Profile can be updated from time to time and must include both SOURCE ESTABLISHMENT and RECIPIENT Facility (Store/Cold Storage/Farm/Slaughterhouse)

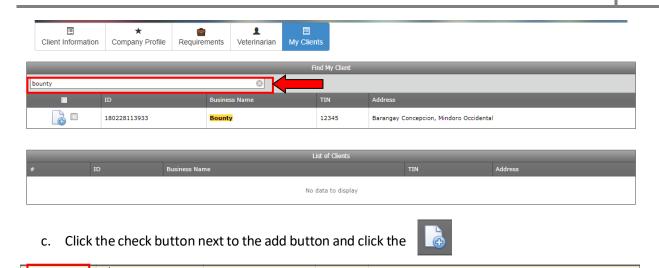
13. HOW TO ADD CLIENT TO THE COMPANY PROFILE

All the company clients must also be registered in the system (follow the above procedure to add your company client)

a. Click My Clients tab.



b. To search for the client (company) type the company name at the text box on the left side of the screen.



12345

Barangay Concepcion, Mindoro Occidental

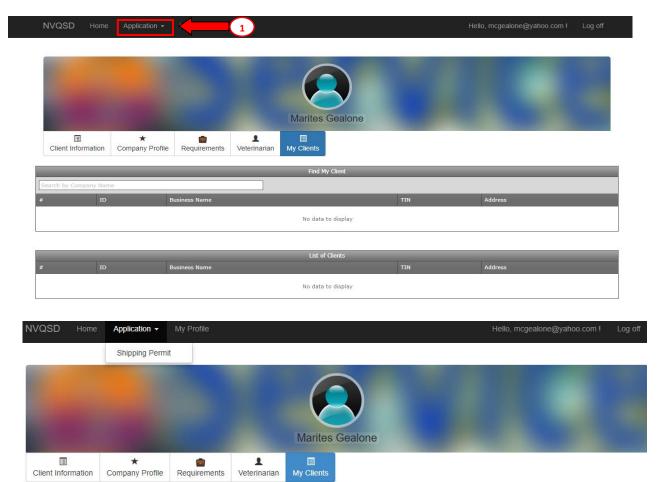
d. The chosen client will automatically be added to your client list



e. To add another client, just type the name of the client on the text box. If no record is found, submit a new Client List to the BAI administrator for encoding using the excel file format.

3. Shipping Permit Application

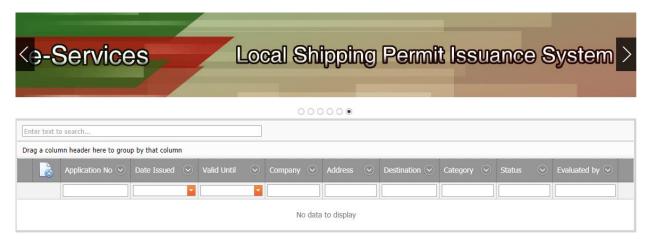
- a. After creating your profile, you may now proceed to the online application for your shipping permit.
- b. Click the Application button at the upper portion of the screen then click the shipping permit



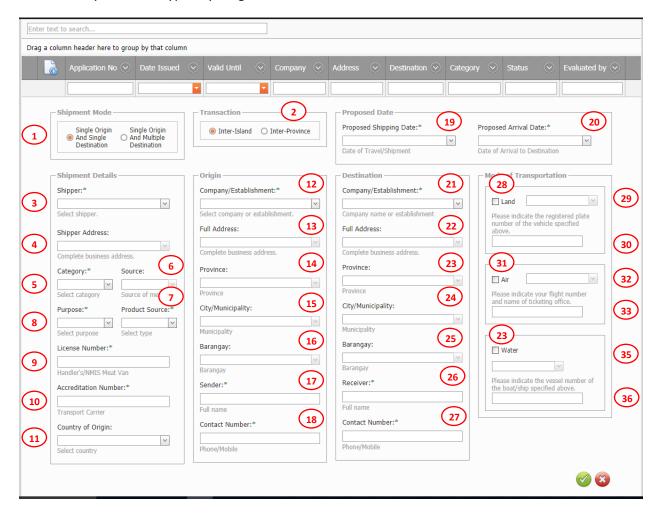
c. The Local Shipping Permit Application will appear when you click the add



button



d. Fill all mandatory information (marked with *). Those fields with drop down button have a stored list and you cannot type anything in it.



- 1. Shipping Mode tick the circle of what shipping mode to be applied
- 2. Transaction tick the transaction if inter-island or inter-province

Shipment Details

- 3. Shipper click the drop down arrow and click the name of company (only the registered company will be displayed at the drop down list)
- 4. Shipper Address after choosing the company name, the registered address will be automatically displayed on this field
- 5. Category—click the drop down arrow and choose the category of the item to be shipped i.e. Live, meat, meat products, etc.
- 6. Source this field is for meat, click the drop down arrow and choose the source of meat if it's from cold storage, slaughterhouse, meat cutting or dressing plant
- 7. Product Source choose the source of product imported or local
- 8. Purpose click the drop down arrow and choose the purpose of the shipment if it is for commercial, breeding, research, etc.
- 9. License Number provide the license number of the meat or livestock handler
- 10. Accreditation Number-provide the number of transport carrier for livestock and meat van for meat

11. County of Origin (imported) – country source of meat if imported

Origin

- 12. Company/ Establishment a drop down list for company or establishment of the shipment origin.
- 13. Full Address filled-up the address automatically after choosing the registered company or establishment
- 14. Province click the drop down button to choose the province of origin
- 15. City/Municipality- choose the filtered list of municipality based from the selected province
- 16. Barangay drop down list from the selected municipality
- 17. Sender type the name of person responsible in the shipment
- 18. Contact Number type the contact details of the shipment sender

Proposed Date

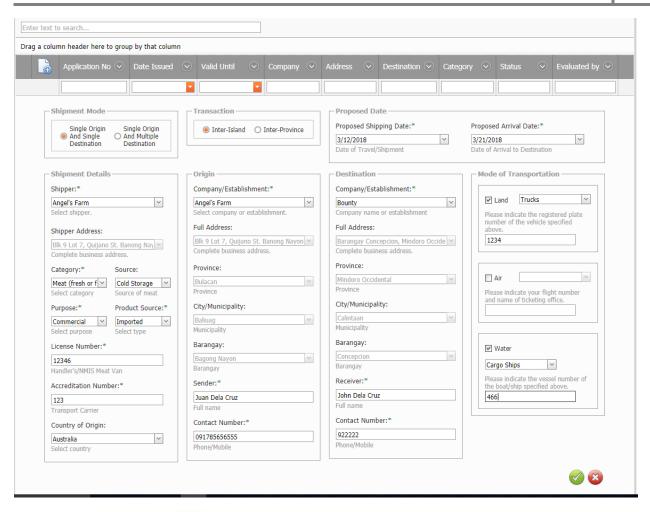
- 19. Shipping Date pick the date of the proposed shipping schedule
- 20. Arrival Date pick the date of the possible date of arrival to the destination

Destination

- 21. Company/ Establishment- a drop down list of the company or establishment where the items are going to be shipped
- 22. Full Address automatically filled up based from the company selected
- 23. Province click the drop down button to choose the province of origin
- 24. City/Municipality- choose the filtered list of municipality based from the selected province
- 25. Barangay drop down list from the selected municipality
- 26. Receiver type the name of person who will receive the item ship
- 27. Contact Number the contact number of receiver

Mode of Transportation – you can click the three check box if the shipment will be transported using the multiple mode of transportation

- 28. Land click the check box if the item be shipped by land
- 29. Type of Vehicle select the type of vehicle to be used by clicking the drop down arrow
- 30. Vehicle Plate Number indicate the plate number to be used
- 31. Air click the check box if the item be shipped by air
- 32. Type of Vehicle choose if the air travel will use a cargo or a commercial plane
- 33. Flight number and ticketing office indicate the flight number and the airline company
- 34. Water click the check box if the item is going to be shipped by water
- 35. Type of Vessel choose the type of vessel to be used
- 36. Vessel Number type the vessel number



e. If done, click the



to proceed to the next step OR to cancel, click



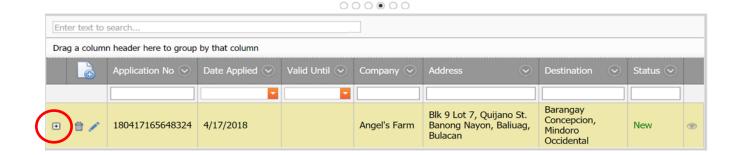
Adding Shipping Item

a. To add shipping item, click the

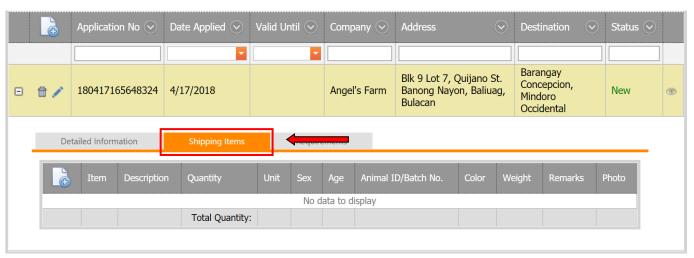


Services

Local Shipping Permit Issuance System



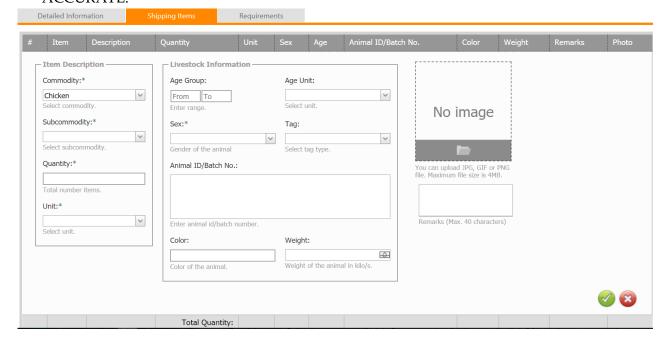
b. A tab button will appear then select the shipping items tab

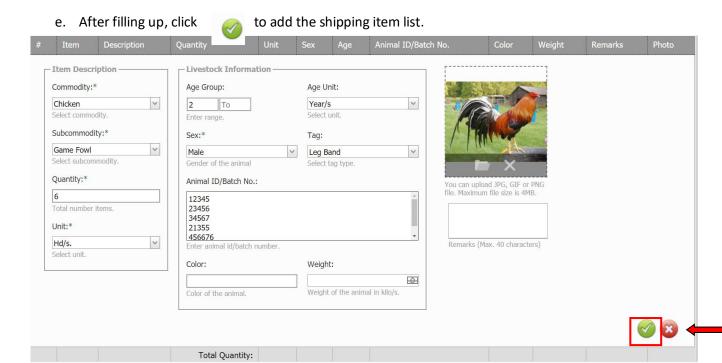


c. Click the add button to put in the shipping item



d. Fill up the data entry form and make sure to fill up all required fields (*). Note that all details must be ACCURATE.





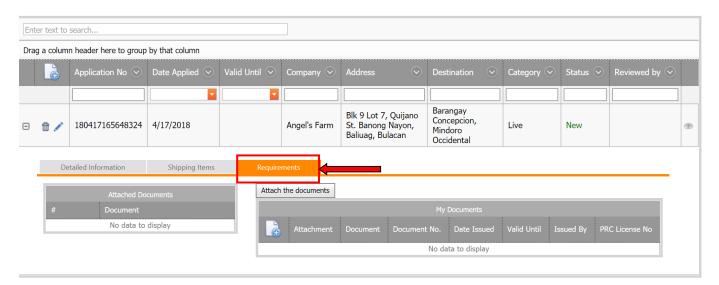
f. To add another item, just click the add button



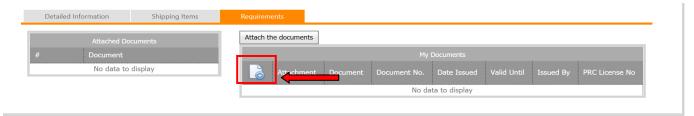


Attaching required documents

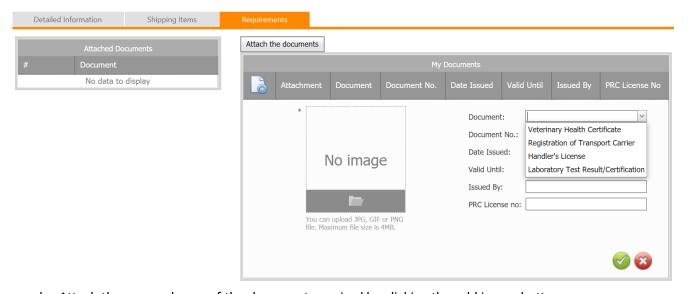
a. Click the requirements tab



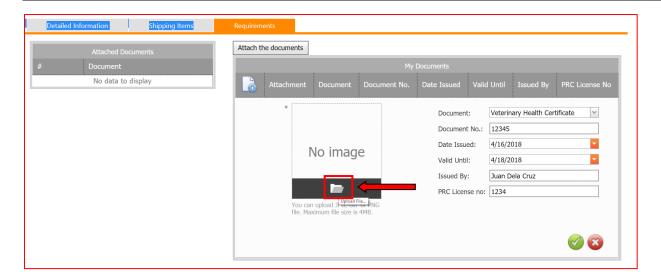
b. Click the add button at the right



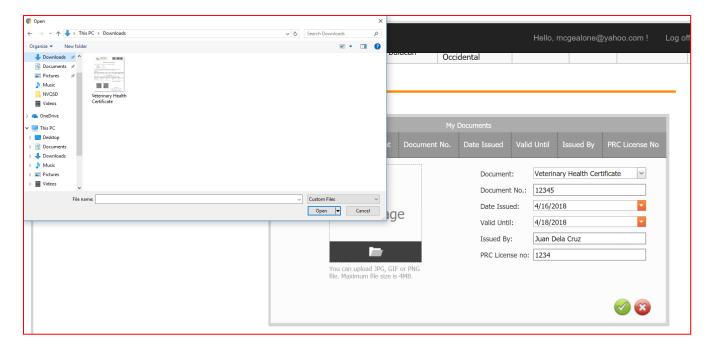
c. Select the document type to be attached by clicking the dropdown arrow. Fill up the other information such as the document number, date of issuance, validity and the person who issued the documents.



d. Attach the scanned copy of the document required by clicking the add image button



e. Browse the file and click open to upload the scanned documents

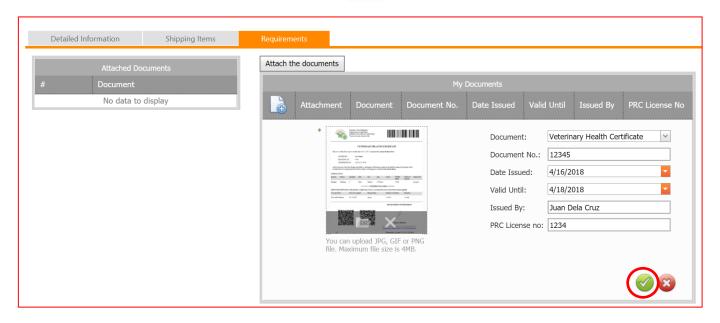


<u>EACH PAGE</u> of the required document must be attached. Example, in attaching the Veterinary Health Certificate, indicate if the document if Page 1, Page 3 etc. in the Document No.

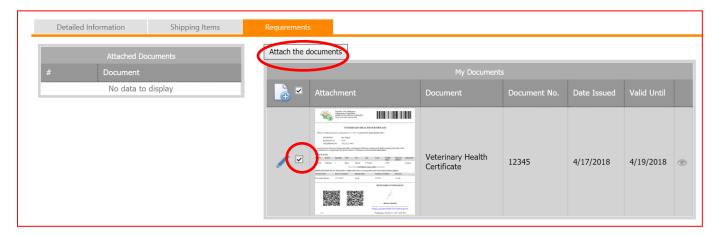
f. To complete the attachment, click the CHECK

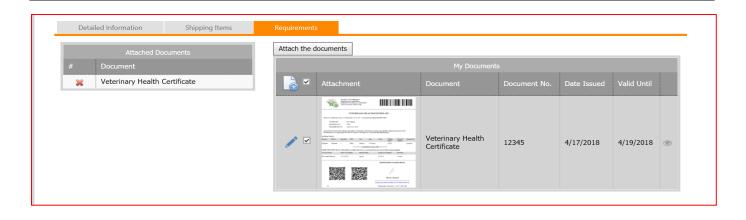


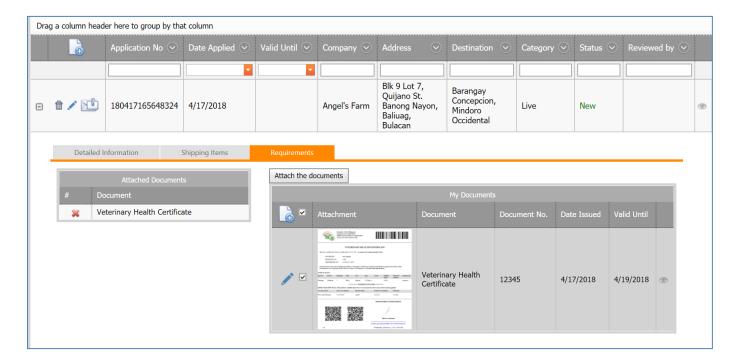
button to proceed



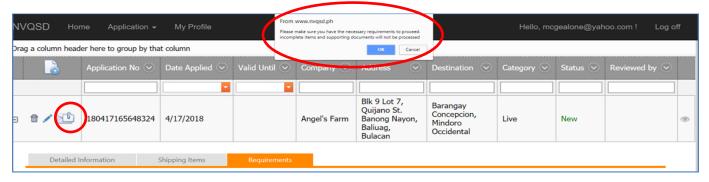
g. Click the check box, attach the document button and the document will attach automatically. Attach the documents by ticking the box of selected items and click the Attach the documents Tab. Once successfully attached, you will see the list of attached documents on the left portion of the interface.



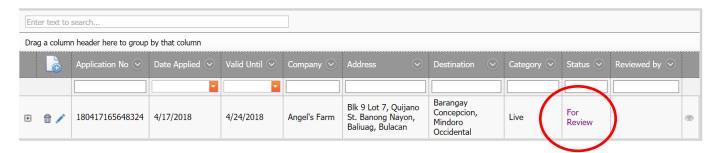




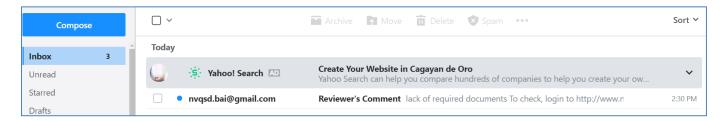
h. A message box will pop up. Once you have already reviewed the accuracy of the information and have also completed the attachment of required documents, click the SEND button.



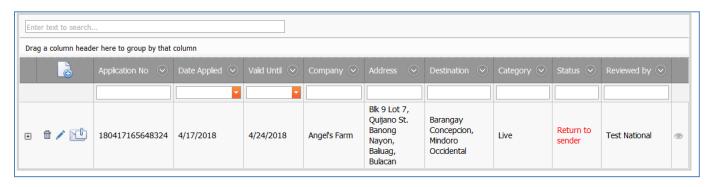
i. After submitting, you will see the status of your permit . The application is ready for REVIEW by BAI Enlisted approvers.

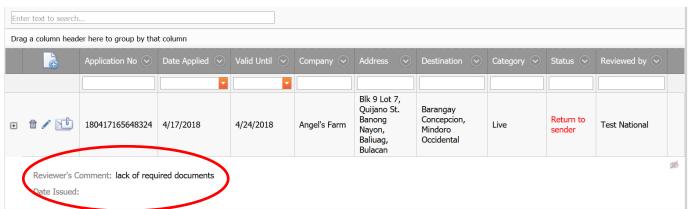


j. An email will automatically be prompted to inform the applicant the status of the application



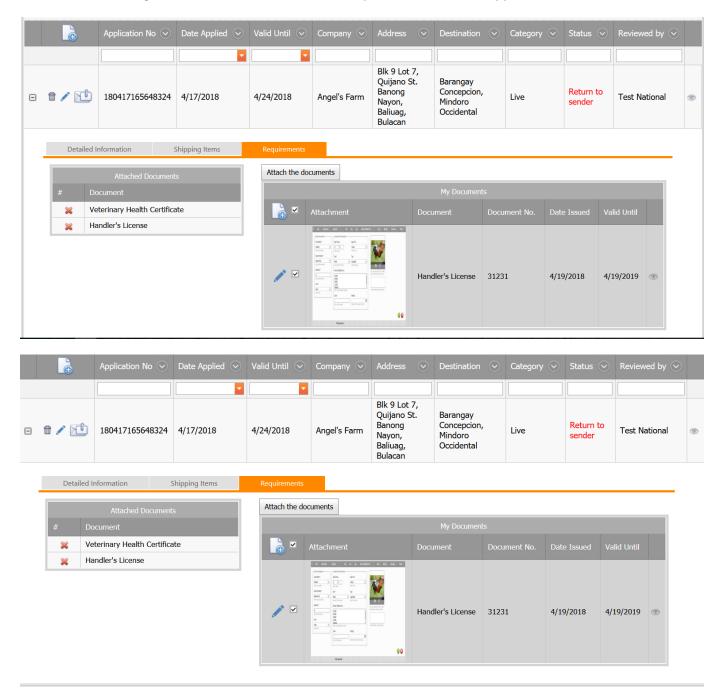
k. You can also check the status of your application in your account.

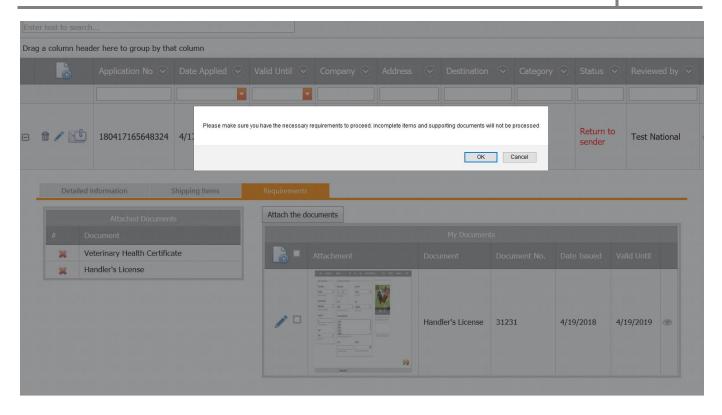




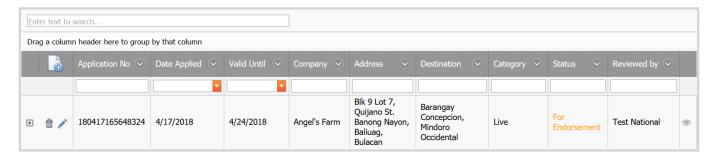
Example: Status is Return to sender. Check the Reviewer's Comment for the reason of its return.

I. Attach lacking documents or correct entries as required then resubmit application





m. Complete application will be reviewed and endorsed for approval. The maximum processing period is 3 working days from the receipt of complete requirements.



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- n. Once the Online Shipping Permit Application has been approved, the COPY of the Approved Shipping Permit will be sent to the registered email address of the NVQS Account holder.
- o. Print the Shipping permit or its electronic copy can be presented to the checkpoints using any gadgets/device. BAI recommends that a printed copy is produced for validation at the checkpoints. Shipments must be made within the validity of the Shipping Permit.



REPUBLIC OF THE PHILLIPPINES DEPARTMENT OF AGRICULTURE BUREAU OF ANIMAL INDUSTRY Visayas Ave. Diliman, QC www.bai.da.gov.ph



BARCODE

PERMIT INFORMATION SHIPPING PERMIT NO.: 200403145751669 SHIPPING DATE: 04/05/2020 **DATE ISSUED:** 04/03/2020 PURPOSE: For slaughter ARRIVAL DATE: 04/06/2020 VALID DATE: 04/09/2020 CATEGORY: Live HANDLERS NO .: ORIGIN TRANSPORT CARRIER'S NO. : SHIPMENT ORIGIN: MODE OF TRANSPORTATION Mana Farm Plate No. / Flight No. /Vessel No. SHIPMENT ADDRESS: Gawa-gawa, Pampanga LAND Trucks XYX 190, ZUM201, VV220 CONTACT NO. : 099955555 AIR SENDER NAME : JOKE HAWAN WATER RECIPIENT: RECEIVER NAME Nanggal Farm ASHZ W. ANG **DELIVERY ADDRESS:** Gaya-gaya, Batangas CONTACT NO. : 09774545455 DETAIL DESCRIPTION NO. ITEM DESCRIPTION SEX COLOR QUANTITY UNIT Swine F1 (LW X LR) Weekborn 38-40 Mixed 180 - 200 Day/s White 80 Hd/s

The above animals, animal products and by products has complied with the quarantine requirements.

Upon arrival of the said animal/s or commodities at destination, they shall be subjected to such quarantine and test as the Director of the Bureau of Animal Industry deemed necessary.

This permit is subject to cancellation should any dangerous communicable animal disease breaks out at the place of origin or may revoked at any time before the said date if the interest of the government requires.

Note: Subject to final inspection, disinfection and all original copy of the attached documents should be presented at the point of entry.

SHIPPER'S INFORMATION

SHIPPER'S NAME : JOKE HAWAN

SHIPPER'S ADDRESS : Gawa-gawa, Pampanga



*THIS PERMIT IS NOT FOR SALE

04/09/2020 7:59:00 PM

Page 1 of 1



QR CODE

BY THE AUTHORITY OF THE DIRECTOR

DR. MISHELANA ALAWI

Deputized Veterinary Quarantine Officer (Digital Signature over Printed Name)

HIL

SAMPLE COPY OF APPROVED SHIPPING PERMIT WITH SECURITY FEATURES