

Standard Operating Procedures and Project Maintenance and Operations

EXISTING USERS

Request/Approval MODULE

AUDIENCE: CUSTOMER, PPA ICTD & CSD

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I DOCUMENT CHANGE LOGS

Date	Doc Version	Description	Change Request By
08/04/2019	1.0.0	Initial User Manual Submission	
10/22/2019	1.0.1	Official Forms	PPA
11/20/2025	2.0	User Manual (Customer/Approver)	PPA
11/26/2025	2.1	Addition of certain statements for the official live version of OPCE2	PPA

II INTRODUCTION

This manual is aimed towards **existing users (customer/approver/API subscriber) of OPCE**, going to the new version of **OPCE Version 2.0**.



Majority of the operations are similar or exactly the same as the previous OPCE, however with additional helpful features. Such as customer modifying the request before it has been reviewed, returning a request aside from cancelling it by the approver, UI enhancements among others.

III PREREQUISITES

In order to use the Customers’ Commodity Request feature, below requirements should be prepared:

- 1) Operating Systems – Windows 10, macOS-X or Linux. (Windows 11 preferred).
- 2) Internet connection, at least 1MB/s (1024KB/s) speed. 2MB/s preferred.
- 3) Either of the following browsers supporting HTML5 functionalities, arranged by most preferred, respectively.

Browser Name	Required Version / Release Date	Current Version (as of this writing)
Google Chrome	Version 45 / Sept 1, 2015	Version 117 / September 2023
Mozilla Firefox	Version 25 / Oct 29, 2013	Version 118 / September 2023
Microsoft EDGE (available only under Windows 10)	Version 12 / Mar 30, 2015	Version 117 / September 2023
Opera	Version 32 / Sept 15, 2015	Version 102 / September 2023

Mac Safari	Version 7.1 / Sept 18, 2014 (macOS only)	Version 16.6 / July 2023 (macOS only)
<div> NOTE: These browsers have automatic updates and most likely you have the latest version. Please check with your I.T. personnel on what version or browsers is/are installed in your workstation machine.</div> <div> WARNING: DO NOT use Microsoft Internet Explorer (IE) (any version) as this browser is no longer supported and may impose vulnerability and security issues. The replacement browser for IE is Microsoft EDGE, available only under Windows 10.</div>		

- 4) CPU speed at least 1GHz (Dual) / preferred Quad (2GHz+) (for HTML5 feature-set processing)
- 5) Display monitor of minimum resolution of 1366 x 768 (HD), preferred 1920 x 1080 (Full-HD).

IV Using the new version of OPCE (aka OPCE2)

Current or existing users (customers, approvers, API subscribers) of OPCE have been migrated to the new version. Using an internet browser, go to <https://opce.ppa.com.ph>. The user will be redirected to the new **Account Center** of PPA. From this screen, click on the link **Forgot your password?**, as seen in the screenshot below. **This is a requirement**, since newer authentication method is effective in the new version of OPCE.

PHILIPPINE PORTS AUTHORITY | ACCOUNT CENTER

Sign In

SINGLE SIGN-ON

EMAIL

Enter your email

Forgot your password?

Don't have an account yet? Fill out this [form](#).

NEXT

After clicking the link, the next screen will be shown similar below. Enter the email address registered in the previous version of OPCE.

PHILIPPINE PORTS AUTHORITY | ACCOUNT CENTER

Forgot Password

To reset your forgotten password, please enter the email that you are using for your account.

← Go Back

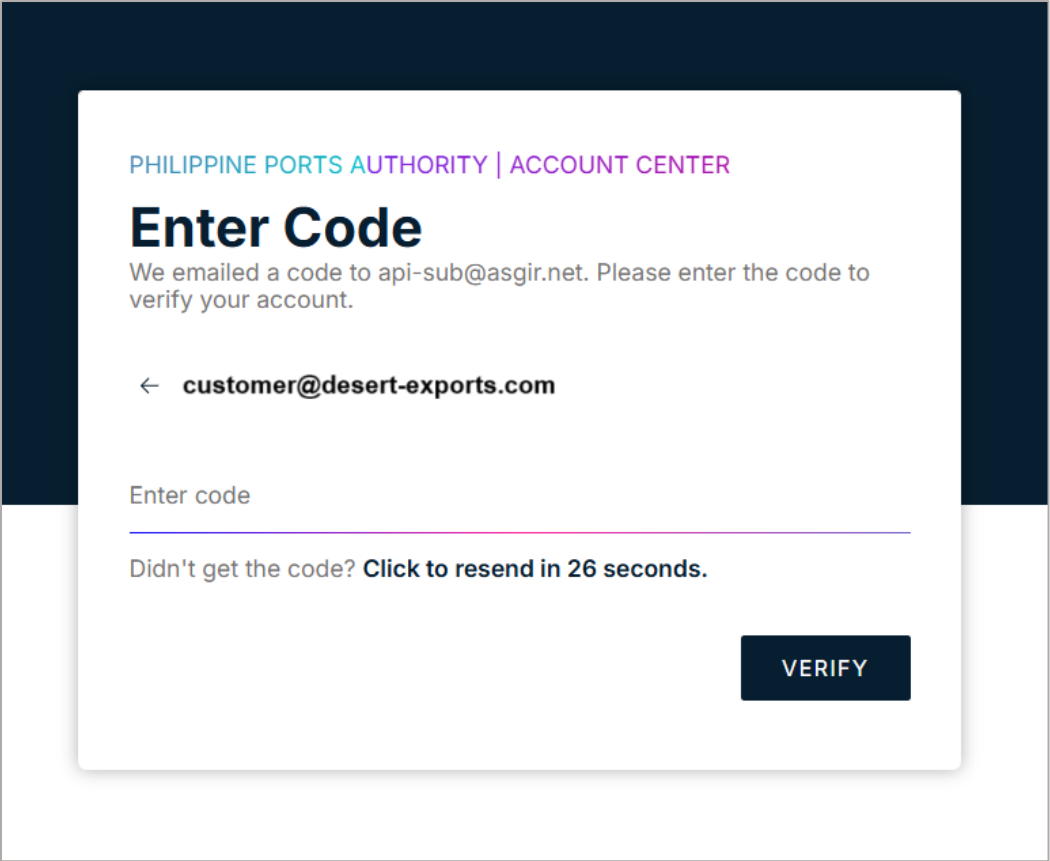
EMAIL

Enter email address

NEXT

Click the NEXT button after inputting the email. The next screen will appear.

After clicking the **NEXT** button from the previous screen, a succeeding similar page will appear. **Check your email address** to view the **OTP** or **One-Time-PIN** to be inputted in the entry below. Check your **Spam** folder if the email did not go inside your **Inbox**.



Proceed to the next step.

If the OTP is correctly validated, screen left will be shown. Enter a new password for your account in the new version of OPCE.

Unlike the older version of OPCE, the new password has a stricter policy, for better security. It should be strong as stated in the screenshot.

After the password has been successfully changed, go back to <https://opce.ppa.com.ph> by typing it in your browser address bar (this is important), the login screen will be introduced again. Enter your email, and the new password chosen. If the password is correct, the user will be redirected to the new page of OPCE.


Forgot Password

Your new password must meet the following requirements:


- Should not have any spaces.
- Minimum of 8 characters, maximum of 20.
- Should include one lowercase letter, one uppercase letter, and one number.
- Should include one special character (such as !@#\$%^&*()_+-).

← api-sub@asgir.net

NEW PASSWORD

Please enter your new password 

CONFIRM PASSWORD

Please enter your new password again 

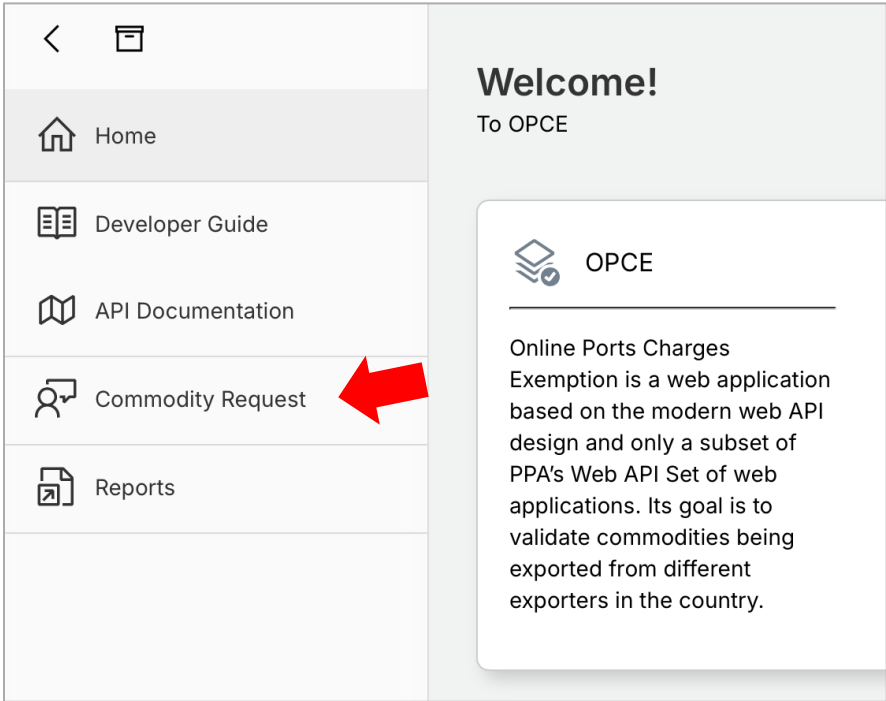
CHANGE PASSWORD

V USING THE CUSTOMERS’ COMMODITY REQUEST MODULE

While on the My Account page, click the **COMMODITY REQUEST** as pointed out by the red arrow guide shown **Figure** below.

NOTE: The commodity request module can only be used by users with the role **OPCE Customer**.

Figure: Commodity Request Link (Customer)



Similar to page below, customers can file for the commodities listed in the Certificate of Exportable from PEZA. Exactly the way how they file commodities in the legacy version of OPCE, with a newer screen, “similar” below.

Customer’s Commodity Request page

Philippine Ports Authority

Customer's Commodity Request

Individual or organization who can submit a request of services or goods for the OPCE system.

Welcome, Alexa Vegas!
Metals and Gems Industries Pte. Ltd.

+ NEW REQUEST

List of Filed Requests

FILTER BY STATUS:

Display All

TOTAL: 0

DISPLAY 5

RECORDS

?

SEARCH IN : HSCODE, PPAUNICODE

STATUS	TYPE	HS CODE	PPA UNICODE	DATE	BY	DESCRIPTION	UPDATED
No records found.							

5.1 Adding and requesting commodity items under new HS CODE (Customer)

To add and request a commodity for approval from PPA CSD, perform the following, similar to the older version of OPCE:

- 1) Click on the **NEW REQUEST** button found in the previous page. Below window will appear.

Figure: NEW REQUEST (Customer)

Add New Commodity Request

New Commodity Request Details

NOTE: All fields marked with * are required to be filled up. Completing these fields will serve as your form in processing your form. Incomplete details may result into not processing your request. Ensure all required fields are filled out before submitting.

☒ **File under existing HS CODE**
Create a new commodity with an already existing or inserted HS CODE.

☐ **File under new HS CODE**
Create a new commodity with a unique HS CODE.

SELECT HS CODE *

-- CHOOSE HS CODE --

PPA-UNC-0005799 - TILT MOTOR ASSY LH (CAR SEAT PARTS-FGS)

PPA-UNC-0005797 - GEAR BOX COMP LH

PPA-UNC-0005781 - NEEDLE ROLLER BEARING

PPA-UNC-0005779 - WATER PUMP BEARING

PPA-UNC-0005778 - TAPERED ROLLER BEARING

PPA-UNC-0005776 - DEEP GROOVE BALL

SHOW RELATION PANEL

REMARKS

Place your remarks here.

0/500

Click to upload or drag and drop.

a

b

- a) Click on the option **File under existing HS CODE** in the screen above (also the default selection upon going to this tab).
- b) User can select any HS Code already available for which she can file the commodities.
- c) Click the second option “**File under new HS CODE**”.
- d) The asterisk/star (*) as indicated in each entry means they are all required.

Add New Commodity Request

New Commodity Request Details

NOTE: All fields marked with * are required to be filled up. Completing these fields will serve as your form in processing your form. Incomplete details may result into not processing your request. Ensure all required fields are filled out before submitting.

☐ **File under existing HS CODE**
Create a new commodity with an already existing or inserted HS CODE.

☒ **File under new HS CODE**
Create a new commodity with a unique HS CODE.

ENTER NEW HS CODE *

- ##### -

COMMODITY DESCRIPTION *

Place the Commodity description here.

0/500

HS / PROJECT DESCRIPTION *

Place the HS / Project description here.

0/500

REMARKS

Place your remarks here.

0/500

SUPPORTING DOCUMENTS *

Click to upload or drag and drop.

Waiting for the new commodity request data.

RESET FORM

SUBMIT

Enter all the information needed for the new request.

Add New Commodity Request

New Commodity Request Details

NOTE: All fields marked with * are required to be filled up. Completing these fields will serve as your form in processing your form. Incomplete details may result into not processing your request. Ensure all required fields are filled out before submitting.

File under existing HS CODE

Create a new commodity with an already existing or inserted HS CODE.

File under new HS CODE

Create a new commodity with a unique HS CODE.

ENTER NEW HS CODE *

9999 - 0001 - 000

COMMODITY DESCRIPTION *

MANUFACTURE OF GEMS, CUT AND/OR RAW MATERIALS AND OTHER RELATED MATERIALS OR PRODUCTS.

✓ 86/500

HS / PROJECT DESCRIPTION *

EMERALD, CUT - OVAL, PEAR, MARQUIS, BRILLIANT, HEART-SHAPE

✓ 58/500

REMARKS

Place your remarks here.

e

0/500

SUPPORTING DOCUMENTS *

Click to upload or drag and drop.

Waiting for the new commodity request data.

RESET FORM

+ SUBMIT

In the completed form figure right side, the customer can still modify the entries. Such as descriptions and remarks, etc.

Additional files can be added by clicking the **ATTACH DOCUMENT** button again. Files already in the list can be removed by clicking the [x] buttons alongside each file.

In case the customer needs to reset the form to blank, the **RESET FORM** can be clicked at any time.

To submit the form to PPA OPCE Server for CSD approval, click the button **SUBMIT**.

Add New Commodity Request

Create a new commodity with an already existing or inserted HS CODE.

Create a new commodity with a unique HS CODE.

ENTER NEW HS CODE *

9999 - 0001 - 000

COMMODITY DESCRIPTION *

MANUFACTURE OF GEMS, CUT AND/OR RAW MATERIALS AND OTHER RELATED MATERIALS OR PRODUCTS.

✓ 86/500

HS / PROJECT DESCRIPTION *

EMERALD, CUT - OVAL, PEAR, MARQUIS, BRILLIANT, HEART-SHAPE

✓ 58/500


REMARKS

Place your remarks here.


✓ 0/500

SUPPORTING DOCUMENTS *

UPLOAD MORE FILES +

489.6 KB  [PEZA-CERTIFICATE-MGI-PTE-LTD-AMENDMENT.pdf](#)

×

471.5 KB  [PEZA-CERTIFICATE-MGI-PTE-LTD.pdf](#)

×

Waiting for the new commodity request data.

RESET FORM

+ SUBMIT

h

Once the **SUBMIT** button has been clicked, a modal dialog box will be shown, right side.

Clicking **Cancel** will close this dialog box and returns to the request form, allowing the user to modify further details about the request.

Clicking **Submit** button will initiate the submission of the commodity request addition. Refer to **Figure** on the next page for the next action performed by the OPCE Web Application.

Figure: Submission Confirmation

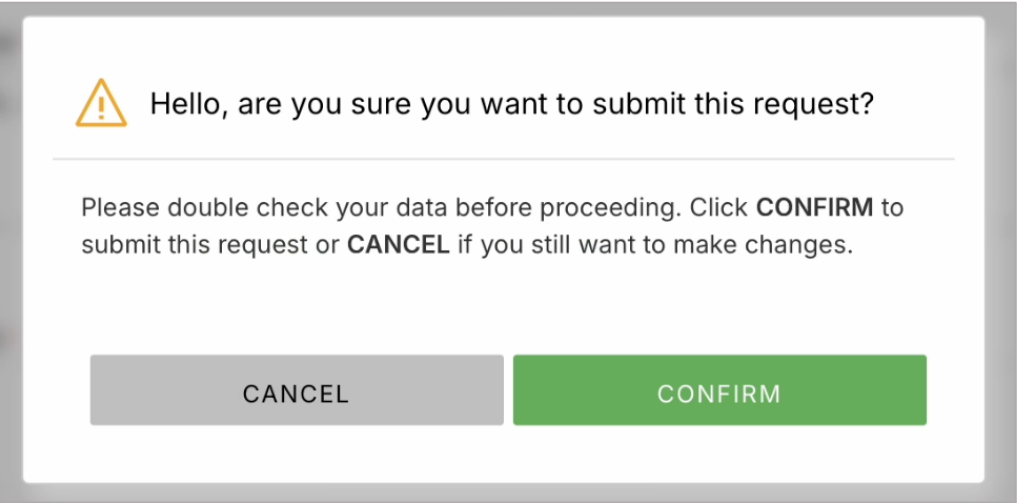


FIGURE – On Progress Request Submission (customer screen). After clicking the button **SUBMIT**, the system will upload all the information in the form as shown below figure. The form will be completely disabled while on progress so that further modification is prevented while submitting the data. Depending on the speed of the internet connection, and the size of the files being uploaded, the time to complete submission will vary on each request made.

Add New Commodity Request

COMMODITY DESCRIPTION *

MANUFACTURE OF GEMS, CUT AND/OR RAW MATERIALS AND OTHER RELATED MATERIALS OR PRODUCTS.

✓ 86/500

HS / PROJECT DESCRIPTION *

EMERALD, CUT - OVAL, PEAR, MARQUIS, BRILLIANT, HEART-SHAPE

✓ 58/500


REMARKS



Place your remarks here.


✓ 0/500


SUPPORTING DOCUMENTS *


UPLOAD MORE FILES +

489.6 KB  [PEZA-CERTIFICATE-MGI-PTE-LTD-AMENDMENT.pdf](#)

471.5 KB  [PEZA-CERTIFICATE-MGI-PTE-LTD.pdf](#) 

 Processing your update.



 RESET FORM


 SUBMIT

FIGURE: Transmitted Request Data (customer)

If the submission is successful, below screen will be shown to the customer.

Add New Commodity Request

COMMODITY DESCRIPTION *

MANUFACTURE OF GEMS, CUT AND/OR RAW MATERIALS AND OTHER RELATED MATERIALS OR PRODUCTS.

✓ 86/500

HS / PROJECT DESCRIPTION *

EMERALD, CUT - OVAL, PEAR, MARQUIS, BRILLIANT, HEART-SHAPE

✓ 58/500


REMARKS


Place your remarks here.

✓ 0/500

SUPPORTING DOCUMENTS *

UPLOAD MORE FILES +

489.6 KB  [PEZA-CERTIFICATE-MGI-PTE-LTD-AMENDMENT.pdf](#)

471.5 KB  [PEZA-CERTIFICATE-MGI-PTE-LTD.pdf](#)

✓ Successfully inserted data.

↺ RESET FORM

+ SUBMIT

Figure: Submitted Request (customer)

The previously filed request of adding the commodity to PPA is listed here dynamically (real-time) right after the submission has completed.

Philippine Ports Authority

Customer's Commodity Request

Individual or organization who can submit a request of services or goods for the OPCE system.

Welcome, Alexa Vegas!
Metals and Gems Industries Pte. Ltd.

+ NEW REQUEST

List of Filed Requests

FILTER BY STATUS:

Display All

TOTAL: 1 DISPLAY 5 RECORDS

?

SEARCH IN : HSCODE, PPAUNICODE

⌂

↶

STATUS	TYPE ▾	HS CODE	PPA UNICODE	DATE ▾	BY	DESCRIPTION	UPDATED ▾
P	ADD	9999-0001-000	--	Mar 05, 2025 - 02:14:06 PM	Alexa / I	MANUFACTURE OF GEMS, CUT AND/OR RAW MATERIALS AND OTHER RELATED MATERIALS OR PRODUCTS.	Mar 05, 2025 - 02:14:06 PM

Figure: PPA’s Commodity Request Approval page (Approver)

If one or more PPA CSD/Approver is logged-in inside the **Commodity Request Approval** module, that PPA CSD user will receive the request immediately on the screen, dynamically and in real-time.

Figure: Approver’s menu selection.

User Management

Commodity Approval

Party Management

Reports

ACTS Simulation

Philippine Ports Authority

Commodity Request Approval

Approve or reject customer requests for commodity exemption for the OPCE system.

Welcome, ETHAN MACALALAD!
PHILIPPINE PORTS AUTHORITY

Customers' Requests

FILTER BY CUSTOMER:

-- ALL / SWITCH TO CUSTOMER --

FILTER BY STATUS:

Display All

FILTER BY TYPE:

Display All

TOTAL: 1399 DISPLAY 5 RECORDS

SEARCH IN : HSCODE, PPAUNICODE

REQUEST DATE	ASSESSED DATE	STATUS	TYPE	HS CODE	PPA UNICODE	BY	ACTS	DESCRIPTION
Nov 26, 2025 - 11:24:14 AM	--	P	ADD	2825-4000-000	--	Asgir / D	--	REQUEST TO FILE TO OUR COMPANY
Nov 21, 2025 - 06:55:38 PM	Nov 21, 2025 - 07:01:31 PM	AE	ADD	3904-2220-000	PPA-UNC-0006398	RIZZA / DLPCI	✓	PVC 6428 BLACK
Nov 21, 2025 - 05:28:14 PM	Nov 21, 2025 - 05:50:14 PM	AE	ADD	3901-9090-000	PPA-UNC-0006396	RIZZA / DLPCI	✓	PE 2041 CLEAR

Figure: Expanding the record of requested commodity (customer / approver)

The Customer or Approver, once the row record is clicked, it will expand and show the details of the request.

9999-0001-000 - EMERALD, CUT - OVAL, PEAR, MARQUIS, BRILLIANT, HEART-SHAPE

Request Details

CANCEL

MODIFY

DATE SUBMITTED

03/05/2025, 02:14 PM

PPA UNICODE

HS CODE *

9999 - 0001 - 000

HS DESCRIPTION *

EMERALD, CUT - OVAL, PEAR, MARQUIS, BRILLIANT, HEART-SHAPE

✓ 58/500

COMMODITY DESCRIPTION *

MANUFACTURE OF GEMS, CUT AND/OR RAW MATERIALS AND OTHER RELATED MATERIALS OR

✓ 86/500

REMARKS

NA

2/500

ATTACHMENTS *

490.0 KB

PEZA-CERTIFICATE-MGI-PTE-LTI

471.0 KB

PEZA-CERTIFICATE-MGI-PTE-LTI

PPA Approval Status

FOLLOW UP

DATE ASSESSED

03/05/2025, 02:14 PM

STATUS

P - PENDING

ASSESSED BY

Alexa Vegas

ASSESSMENT REMARKS

Place your remarks here.

0/500

Waiting for update of the commodity request data.

Figure: Viewing file attachments (Customer / Approver)

Viewing the files attached, is similar to the previous OPCE version.

9999-0001-000 - Alexa Vegas

DATE SUBMITTED

03/05/2025, 02:14 PM

PPA UNICODE

DATE ASSESSED

03/05/2025, 02:14 PM

HS CODE

9999 - 0001 - 000

STATUS

V - VERIFIC

ASSESSED BY

Opce Approver

HS DESCRIPTION

MANUFACTURE OF GEMS, CUT AND/OR RAW MATERIALS AND OTHER RELATED MATERIALS OR PRODUCTS.

86/500

ASSESSMENT REMARKS *

Place your remarks here.

0/500

COMMODITY DESCRIPTION

EMERALD, CUT - OVAL, PEAR, MARQUIS, BRILLIANT, HEART-SHAPE

58/500

REMARKS

NA

2/500

ASSESSMENT OPTIONS

☐ Approved for Exemption

☐ Approved for NON-Exemption

☐ Reject Request

☐ Return this Request

ATTACHMENTS

490.0 KB


PEZA-C

471.0 KB

PEZA-C

Waiting for update of customer request details.

COMMIT ASSESSMENT

 **Philippine Economic Zone Authority**
Roxas Boulevard corner San Luis Street Pasay City, Metro Manila, Philippines
Telephones (032) 5513438 | 55113454. Facsimile (032) 5513436
Email: info@peza.gov.ph | Website: www.peza.gov.ph

TO : METALS AND GEMS INDUSTRIES PTE. LTD.

RE : Certification of Commodities for Exports, Exempted and Non-Exempted

PEZA COMMODITY CERTIFICATION

CERTIFICATE OF EXPORTABLE

PARTICULARS:

HS CODE

9999-0001-000 - MANUFACTURE OF GEMS, POLISHED, CUT AND/OR RAW MATERIALS AND OTHER RELATED MATERIALS OR PRODUCTS.

COMMODITIES	Exempted for Export
Emerald, Cut - Oval, Pear, Marquis, Brilliant, Heart-Shape	YES
Diamond, Cut - Oval, Pear, Marquis, Brilliant, Heart-Shape	YES
Pink Diamond, Cut - Oval, Pear, Marquis, Brilliant	YES
Pink Diamond, Cut - Heart-Shape	NO
Moonstone, Cut - Oval, Pear, Marquis, Brilliant, Heart-Shape	YES
Moonstone, Cut - Moon cut	NO

HS CODE

9999-0002-000 - MANUFACTURE OF SMELTED METALS OF GOLD, SILVER, PLATINUM AND OTHER RELATED METAL COMPOSITIONS.

COMMODITIES	Exempted for Export
Smelted Silver 25g, 50g, 100g, 200g, 300g, 400g, 500g	YES
Smelted Gold 25g, 50g, 100g, 200g, 300g, 400g, 500g	YES
Smelted Platinum 25g, 50g, 100g, 200g, 300g, 400g, 500g	YES
Smelted Platinum 700g	NO
Smelted Titanium 25g, 50g, 100g, 200g, 300g, 400g, 500g	YES
Smelted Carbon Steel 25g, 50g, 100g, 200g, 300g, 400g, 500g	YES
Smelted Tungsten Carbide 25g, 50g, 100g, 200g, 300g, 400g, 500g	YES

HS CODE

8205-3000-000 - A) HAND TOOLS (INCLUDING GLAZIERS DIAMONDS), NOT ELSEWHERE SPECIFIED OR INCLUDED; BLOW LAMPS; VICES, CLAMPS AND THE LIKE, OTHER THAN ACCESSORIES FOR AND PARTS OF, MACHINE-TOOLS OR WATER-JET CUTTING MACHINES; ANVILS; PORTABLE FORGES; HAND- OR PEDAL-OPERATED GRINDING WHEELS WITH

In case if the HS Code already exists, there will be a warning message which is stated below:

×

HS Code is under verification or already exists.

💡 Because the system has detected a previously requested new HS CODE, OPCE has temporarily recorded this information even if the request is not approved by PPA CSD yet. This approach is made so that the user will not type nor key-in the same HS Code and description over and over while filing new additional commodities under a new HS CODE.

In order for the user to continue adding the rest of the commodities, she now needs to click the option “File under existing HS CODE” radio button (Figure 6-2-o right side). The new HS CODE item will be listed as the first item of the HS CODE item list.

⚠️ **EXCEPTION:** If another employee will login into another computer or browser, e.g. **Arturo Bruscos**, our second MGI employee, he will need to file the commodity under the option “File under new HS CODE”.

Figure: (Customer’s Screen)

Add New Commodity Request

New Commodity Request Details

NOTE: All fields marked with * are required to be filled up. Completing these fields will serve as your form in processing your form. Incomplete details may result into not processing your request. Ensure all required fields are filled out before submitting.

☒ File under existing HS CODE
Create a new commodity with an already existing or inserted HS CODE.

☐ File under new HS CODE
Create a new commodity with a unique HS CODE.

SELECT HS CODE *

-- CHOOSE HS CODE --

9999-0001-000 - MANUFACTURE OF GEMS, CUT AND/OR RAW MATERIALS AND OTHER RELATED PRODUCTS
PPA-UNC-0005797 - GEAR BOX COMP LH
PPA-UNC-0005781 - NEEDLE ROLLER BEARING
PPA-UNC-0005779 - WATER PUMP BEARING
PPA-UNC-0005778 - TAPERED ROLLER BEARING

SHOW RELATION PANEL

REMARKS

Place your remarks here.

0/500

Click to upload or drag and drop.

Figure: List of filed requests (Approver / Customer Screen)

Similar to previous version of OPCE, below is the list (sample only) of filed commodity requests from the customers. These records are initially sorted by date (most recent) with the column (a). Total records indicated (b) is thirteen. The caption ITEMS/PAGE (c) is set initially to 10, which can be clicked and select up to 50 items per page. The total pages are now 2 (d). Clicking on the page boxes will show the rest of the requested records **Figure** next page (e).

List of Filed Requests

FILTER BY STATUS:

Display All

TOTAL: 11

DISPLAY 5

RECORDS

SEARCH IN : HSCODE, PPAUNICODE

STATUS	TYPE	HS CODE	PPA UNICODE	DATE	BY	DESCRIPTION	UPDATED
P	ADD	9999-0002-000	--	Mar 13, 2025 - 09:59:40 PM	Arturo / MAGIPL	SMELTED TUNGSTEN CARBIDE 25G, 50G, 100G, 200G, 300G, 400G, 500G	Mar 13, 2025 - 09:59:40 PM
P	ADD	9999-0002-000	--	Mar 13, 2025 - 09:59:27 PM	Arturo / MAGIPL	SMELTED CARBON STEEL 25G, 50G, 100G, 200G, 300G, 400G, 500G	Mar 13, 2025 - 09:59:27 PM
P	ADD	9999-0002-000	--	Mar 13, 2025 - 09:59:17 PM	Arturo / MAGIPL	SMELTED TITANIUM 25G, 50G, 100G, 200G, 300G, 400G, 500G	Mar 13, 2025 - 09:59:17 PM
P	ADD	9999-0002-000	--	Mar 13, 2025 - 09:58:45 PM	Arturo / MAGIPL	SMELTED PLATINUM 700G	Mar 13, 2025 - 09:58:45 PM
P	ADD	9999-0002-000	--	Mar 13, 2025 - 09:58:24 PM	Arturo / MAGIPL	SMELTED PLATINUM 25G, 50G, 100G, 200G, 300G, 400G, 500G	Mar 13, 2025 - 09:58:24 PM

PAGE

< 1 >

OF 3

Figure: Next page records (Approver / Customer Screen)

TOTAL: 11

DISPLAY

5

RECORDS

?

SEARCH IN : HSCODE, PPAUNICODE

STATUS	TYPE	HS CODE	PPA UNICODE	DATE	BY	DESCRIPTION	UPDATED
P	ADD	9999-0002-000	--	Mar 13, 2025 - 09:59:40 PM	Arturo / MAGIPL	SMELTED TUNGSTEN CARBIDE 25G, 50G, 100G, 200G, 300G, 400G, 500G	Mar 13, 2025 - 09:59:40 PM
P	ADD	9999-0002-000	--	Mar 13, 2025 - 09:59:27 PM	Arturo / MAGIPL	SMELTED CARBON STEEL 25G, 50G, 100G, 200G, 300G, 400G, 500G	Mar 13, 2025 - 09:59:27 PM
P	ADD	9999-0002-000	--	Mar 13, 2025 - 09:59:17 PM	Arturo / MAGIPL	SMELTED TITANIUM 25G, 50G, 100G, 200G, 300G, 400G, 500G	Mar 13, 2025 - 09:59:17 PM

Clicking on the caption headers (f) will sort the records either ascending or descending, first click and second click respectively.

5.2 Attach an existing commodity to Company for exemption

Any customer or company can add a commodity to their own list of products if that commodity already exists, similar to the older version of OPCE. Clicking the button SHOW RELATION PANEL allows them to attach certain commodities.

Figure: Customer screen

Add New Commodity Request

New Commodity Request Details

NOTE: All fields marked with * are required to be filled up. Completing these fields will serve as your form in processing your form. Incomplete details may result into not processing your request. Ensure all required fields are filled out before submitting.

All requested commodities will **EXPIRE** after the specified number of years on the PEZA certificate. Once a commodity expire, it will be **DISABLED** and **UNAVAILABLE** for request.

☒ File under existing HS CODE

Create a new commodity with an already existing or inserted HS CODE.

☐ File under new HS CODE

Create a new commodity with a unique HS CODE.

SELECT HS CODE *

1513-1110-000 - ORGANIC VIRGIN COCON x v

COMMODITY DESCRIPTION *

Request to attach commodity

✓ 27/500

REMARKS

Place your remarks here.

✓ 0/500

SHOW RELATION PANEL

Waiting for action.

RESET FORM

+ SUBMIT

5.2.1 The Relation Panel (customer's screen)

The relation panel will display the connected commodities, from such HS Code, again, similar to the legacy version of OPCE.

The screenshot displays the 'HS CODE REQUEST FORM' in two states, separated by a vertical line.

Left State (Before Click):

- File under existing HS CODE:** Selected option. Description: "Create a new commodity with an already existing or inserted HS CODE."
- Select HS CODE:** Dropdown menu shows "8205-5900-000 - D) HAND TOOLS (INCLUDING GLAZIERS DIAMONDS)".
- COMMODITY DESCRIPTION:** Text area with placeholder "Place the HS / Project description here." Character count: 0/500.
- REMARKS:** Text area with placeholder "Place your remarks here." Character count: 0/500.
- SUPPORTING DOCUMENTS:** Section with a message "Click to upload or drag and drop."
- Buttons:** RESET FORM, + SUBMIT.

Right State (After Click):

- File under new HS CODE:** Selected option. Description: "Create a new commodity with a unique HS CODE."
- Select HS CODE:** Dropdown menu shows "8205-5900-000 - D) HAND TOOLS (INCLUDING GLAZIERS DIAMONDS)".
- COMMODITY DESCRIPTION:** Text area with placeholder "Place the HS / Project description here." Character count: 0/500.
- REMARKS:** Text area with placeholder "Place your remarks here." Character count: 0/500.
- SUPPORTING DOCUMENTS:** Section with a message "Click to upload or drag and drop."
- Buttons:** RESET FORM, + SUBMIT.

Relation Panel (Visible after click):

IN RELATION WITH — PHILIPPINE PORTS AUTHORITY

TOTAL RECORDS: 4

	PPA UNICODE	EXEMPTION	DESCRIPTION
	PPA-UNC-0000628	N/A	HOUSING PARTS OF HAND TOOLS
	PPA-UNC-0000629	N/A	HOUSING PARTS OF HAND TOOLS FOR SIDING WALL
	PPA-UNC-0003070	E	TAPE CUTTER (PARTS OF CALCULATOR)
	PPA-UNC-0003071	E	GLUE PICKER (PARTS OF CALCULATOR)

Annotations: Blue circles labeled 'a' through 'd' highlight specific elements. Arrows indicate the flow from the form fields to the relation panel and back.

5.2.2 Detach or Discontinue Commodity (Customer)

The **attachment, detachment** of certain commodity are exactly the same, as with previous version of OPCE.

5.3 Cancelling a request (Customer)

If a certain request is somehow a mistake or filed by accident, it can be cancelled, however, if and only if that request’s assessment status is **P** or Pending. If PPA has already started viewing it, then it will be marked **V** for verification and cancellation is no longer possible.

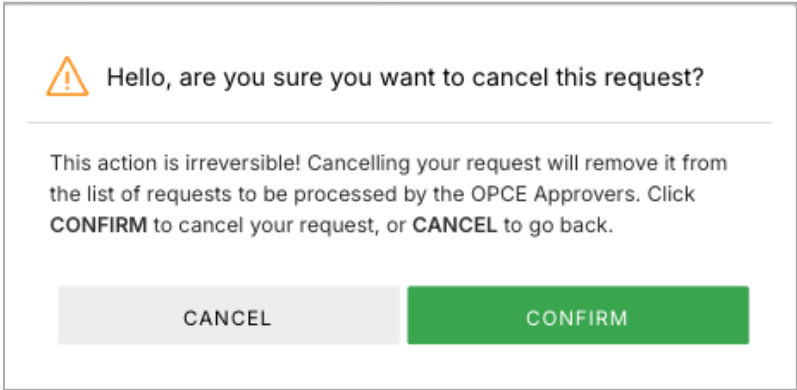
To cancel a request, simply click on the command button **CANCEL REQUEST** as shown figure right.

A confirmation dialog box will appear, figure right. Click on the **YES** button to cancel the request. The row record of that request will be removed from the list of requests, as well in the PPA CSD screen list, dynamically in real-time.

Figure: Customer’s Screen



The two command buttons above, **CANCEL REQUEST** and **MODIFY** are only visible if the request’s assessment status is **P** or Pending.



5.4 Following up a request (Customer)

A request can be followed up if the need is necessary or immediate. To follow up on a request, simple click on the command FOLLOW UP right figure.

The command button FOLLOW UP is only visible if the request’s assessment status is P or Pending, or V for Verification.

A notification box will appear on the customer’s screen and as well on the PPA CSD’s screen like the figure right.

Figure (customer)

PPA Approval Status

DATE ASSESSED

03/19/2025, 12:39 PM

STATUS

V - VERIFICATION

ASSESSED BY

Opce Approver

FOLLOW UP

Figure (Approver / Customer)

✔

Your follow up was successfully sent to all online PPA personnels.

×

ⓘ

FOLLOW UP SENT

Your request of follow-up for 8205-3000-000 - A) HAND TOOLS (INCLUDING GLAZIERS DIAMONDS), NOT ELSEWHERE SPECIFIED OR INCLUDED; BLOW LAMPS; VICES, CLAMPS AND THE LIKE, OTHER THAN ACCESSORIES FOR AND PARTS OF, MACHINE-TOOLS OR WATER-JET CUTTING MACHINES; ANVILS; PORTABLE FORGES; HAND- OR PEDAL- OPERATED GRINDING WHEELS WITH FRAMEWORKS. has been sent to all online PPA approvers.

Arturo / MAGIPL | 2m ago

VI Extracting or Printing Reports (For CSD/Approver only)

This feature is an *amendment* to the submitted specification. See page **20 of 20**, **VIII Amendments** of the functional/specification document.

To extract, print or export reports, click on the tab **REPORTS** as shown below figure. NOTE: *Screen appearance, such buttons and dropdowns, may differ from user to user, depending on the brand of the browser in use.*

Philippine Ports Authority

Generate Reports

Create and generate reports for the OPCE system.

Alexa Mundo Vegas

PHILIPPINE PORTS AUTHORITY

SELECT REPORT TYPE *

COMMODITY REQUESTS

SELECT CUSTOMER/S *

-- SELECT CUSTOMER/S --

SELECT REQUEST TYPE *

ALL REQUEST TYPES

SELECT ASSESSMENT STATUS *

ALL ASSESSMENT STATUS

FROM *

mm / dd / yyyy

TO *

mm / dd / yyyy

Waiting for action.

GENERATE

Figure right shows the report parameter options. The result of the report will be based on the selected parameters.

By default, *All Requests Types* and *All Assessment Statuses* are selected and can be printed immediately.

Proceed to the next page for the next steps.

Report Parameter Options

SELECT REQUEST TYPE *

ALL REQUEST TYPES

SELECT ASSESSMENT STATUS *

ALL ASSESSMENT STATUS

SELECT REQUEST TYPE *

✓ ALL REQUEST TYPES

ADD - ADDITION

ATT - ATTACHMENT

DET - DETACHMENT

EXM - EXEMPTION

SELECT ASSESSMENT STATUS *

✓ ALL ASSESSMENT STATUS

P - PENDING APPROVAL

V - VERIFICATION

AE - APPROVED FOR EXEMPTION

AN - APPROVED FOR NON-EXEMPTION

R - REJECTED

(a) Date Range option indicates the number of days from and to which the report data should be extracted.

(b) This date picker is toggle-click, implying that once a date number is clicked, clicking it again resets or blanks the start or end date of the selection. Clicking on other date numbers sets the start and/or end dates of the range. Month, Year, and date range can be performed using this date picker.

(c) Once the options have been setup, click the GENERATE button.

The screenshot displays a web interface for selecting a date range. It features two input fields: 'FROM' and 'TO'. The 'FROM' field contains the date '03 / 01 / 2025' and the 'TO' field contains '04 / 07 / 2025'. Both fields have a calendar icon on the right. A blue circle labeled 'a' points to the 'FROM' field, and a blue circle labeled 'b' points to the 'TO' field. Below these fields is a status bar with an information icon and the text 'Waiting for action.'. To the right of the status bar is a blue circle labeled 'c' pointing to a 'GENERATE' button, which has a document icon and the text 'GENERATE'.

(a) Once the GENERATE button is clicked, the system will acquire all the data based on the date range selected. The time to complete the download will depend on how many days and records are within the date range.

Once the application has constructed the data, a new window will appear for the report. Refer to the next figure on the next page.

Figure 7-1-d

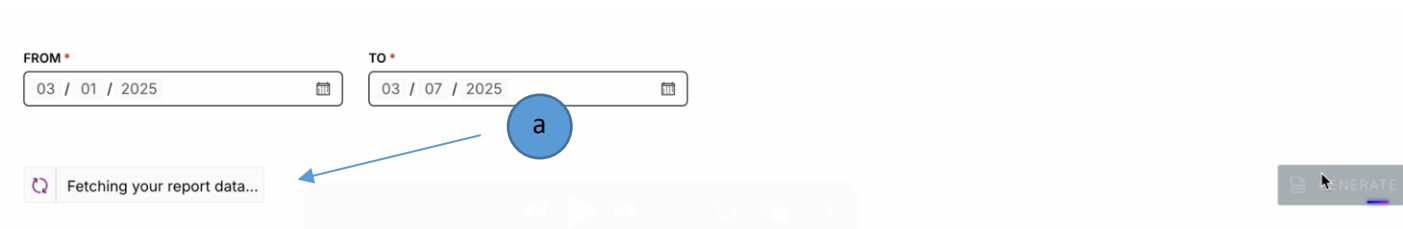


Figure: Sample report

The new window will appear similar to the figure right.

(a) The information of the report is shown on the headers based on the report setup.

(b) The information or records inside the report can be sorted by clicking the header columns. First click is for ascending; the second click reverses the sorting order.

(c) Click the **PRINT/EXPORT** button. The print dialog box will appear as shown on the next page.

PHILIPPINE PORTS AUTHORITY							
Online Ports Charges Exemption System							
Customer's Report Generation							
Run Date	8/13/2019 4:09:11 PM						
Date Range	2019-08-01T12:00:00 — 2019-08-13T23:59:59 — (12 days of data)						
Generated By	ALEXA MUNDO VEGAS						
Report Options	Request Type — ALL (ADD, ATT, DET, EXM) Assessment Status — ALL (P, V, AE, AN, AD, R)						
METALS AND GEMS INDUSTRIES PTE. LTD.							
TOTAL RECORDS — 18 SORTED BY — POST DATE DESCENDING							
POST DATE	ASSESSMENT	REQUEST	HS CODE	PPA UNICODE	FILED BY	COMMODITY DESCRIPTION	UPDATED
2019-08-13T13:44:59	AD	DET	8205-3000-000	PPA-UNC-0001063	ALEXA VEGAS	BIONZ-X3 HAND-HELD GEM POLISHING DEVICE	2019-08-13T13:54:26
2019-08-12T22:40:44	AE	EXM	9999-0002-000	PPA-UNC-0001062	ALEXA VEGAS	SMELTED PLATINUM 700G	2019-08-12T22:46:49
2019-08-12T20:31:24	AE	ATT	8205-5900-000	PPA-UNC-0000628	ARTURO BRUSCOS	HOUSING PARTS OF HAND TOOLS	2019-08-12T21:39:35
2019-08-12T20:30:56	AE	ADD	8205-3000-000	PPA-UNC-0001072	ARTURO BRUSCOS	CRON 5000 METAL SMELTING AND POLISHING MACHINE	2019-08-12T21:39:19
2019-08-12T20:30:39	AE	ADD	8205-3000-000	PPA-UNC-0001063	ARTURO BRUSCOS	THE GEM-CUTTER 2020 EXODUS-MARK IV ALL-IN-ONE GEM CUTTING DEVICE	2019-08-12T21:36:15
2019-08-12T20:30:24	AE	ADD	8205-3000-000	PPA-UNC-0001063	ARTURO BRUSCOS	BIONZ-X3 HAND-HELD GEM POLISHING DEVICE	2019-08-12T21:37:40
2019-08-12T20:29:48	AE	ADD	9999-0002-000	PPA-UNC-0001064	ARTURO BRUSCOS	SMELTED TUNGSTEN CARBIDE 25G, 50G, 100G, 200G, 300G, 400G, 500G	2019-08-12T21:37:50
2019-08-12T20:29:35	AE	ADD	9999-0002-000	PPA-UNC-0001065	ARTURO BRUSCOS	SMELTED CARBON STEEL 25G, 50G, 100G, 200G, 300G, 400G, 500G	2019-08-12T21:37:59
2019-08-12T20:29:21	AE	ADD	9999-0002-000	PPA-UNC-0001066	ARTURO BRUSCOS	SMELTED TITANIUM 25G, 50G, 100G, 200G, 300G, 400G, 500G	2019-08-12T21:38:06
2019-08-12T20:29:04	AN	ADD	9999-0002-000	PPA-UNC-0001062	ARTURO BRUSCOS	SMELTED PLATINUM 700G	2019-08-12T21:37:10
2019-08-12T20:28:50	AE	ADD	9999-0002-000	PPA-UNC-0001067	ARTURO BRUSCOS	SMELTED PLATINUM 25G, 50G, 100G, 200G, 300G, 400G, 500G	2019-08-12T21:38:13
2019-08-12T20:27:46	AE	ADD	9999-0002-000	PPA-UNC-0001068	ARTURO BRUSCOS	SMELTED GOLD 25G, 50G, 100G, 200G, 300G, 400G, 500G	2019-08-12T21:38:20
2019-08-12T20:26:23	AN	ADD	9999-0001-000	PPA-UNC-0001059	ALEXA VEGAS	MOONSTONE, CUT – MOON CUT	2019-08-12T21:36:40
2019-08-12T20:26:11	AE	ADD	9999-0001-000	PPA-UNC-0001069	ALEXA VEGAS	MOONSTONE, CUT – OVAL, PEAR, MARQUIS, BRILLIANT, HEART-SHAPE	2019-08-12T21:38:27
2019-08-12T20:25:58	AN	ADD	9999-0001-000	PPA-UNC-0001060	ALEXA VEGAS	PINK DIAMOND, CUT - HEART-SHAPE	2019-08-12T21:36:55
2019-08-12T20:25:44	AE	ADD	9999-0001-000	PPA-UNC-0001070	ALEXA VEGAS	PINK DIAMOND, CUT - OVAL, PEAR, MARQUIS, BRILLIANT	2019-08-12T21:38:35
2019-08-12T20:25:29	AE	ADD	9999-0001-000	PPA-UNC-0001071	ALEXA VEGAS	DIAMOND, CUT - OVAL, PEAR, MARQUIS, BRILLIANT, HEART-SHAPE	2019-08-12T21:38:42
2019-08-12T20:25:09	AE	ADD	9999-0001-000	PPA-UNC-0001073	ALEXA VEGAS	EMERALD, CUT – OVAL, PEAR, MARQUIS, BRILLIANT, HEART-SHAPE	2019-08-12T21:39:49
TOTAL RECORDS — 18 SORTED BY — POST DATE DESCENDING							

Figure Depending on the user’s browser in use, the Print Dialog box will vary on options, features and appearance. Below Print Dialog is Google Chrome’s feature. Click the Print button once the print options has been setup.

Print

Total: 1 sheet of paper

Print

Cancel

Destination

Brother HL-2140 on GA

Pages

All

Copies

1

Layout

Landscape

More settings

Paper size

Legal

Pages per sheet

1

Margins

Minimum

Quality

600 dpi

Scale

Custom

75

PHILIPPINE PORTS AUTHORITY
Online Ports Charges Exemption System
Customer's Report Generation

Run Date	8/13/2019 4:09:11 PM					
Date Range	2019-08-01T12:00:00 — 2019-08-13T23:59:59 — (12 days of data)					
Generated By	ALEXA MUNDO VEGAS					
Report Options	Request Type — ALL (ADD, ATT, DET, EXM) Assessment Status — ALL (P, V, AE, AN, AD, R)					

METALS AND GEMS INDUSTRIES PTE. LTD.

TOTAL RECORDS — 18
SORTED BY — POST DATE | DESCENDING

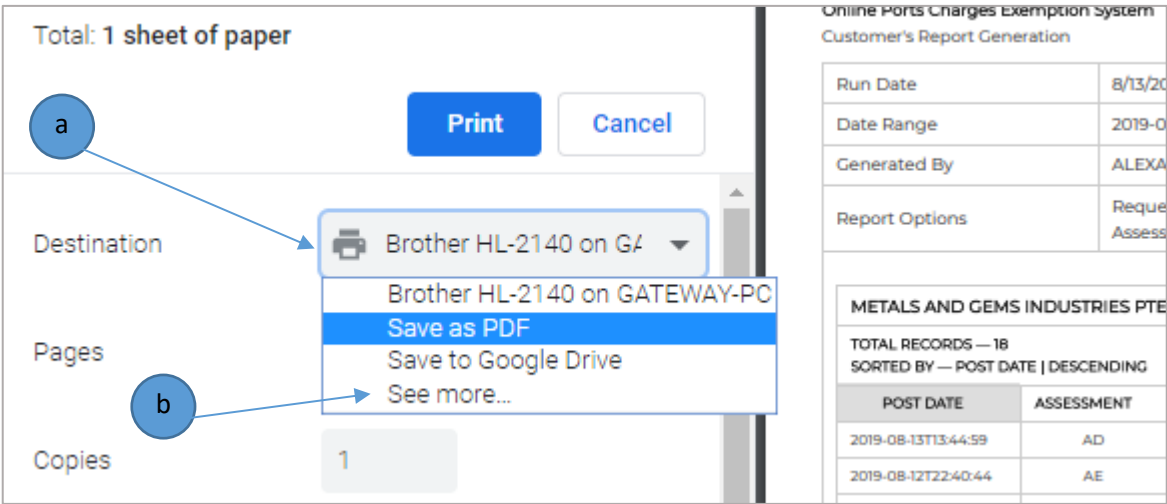
POST DATE	ASSESSMENT	REQUEST	HS CODE	PPA UNICODE	FILED BY	COMMODITY DESCRIPTION
2019-08-13T13:44:59	AD	DET	8205-3000-000	PPA-UNC-0001063	ALEXA VEGAS	BIONZ-X3 HAND-HELD GEM POLISHING DEVICE
2019-08-12T22:40:44	AE	EXM	9999-0002-000	PPA-UNC-0001062	ALEXA VEGAS	SMELTED PLATINUM 700G
2019-08-12T20:31:24	AE	ATT	8205-5900-000	PPA-UNC-0000628	ARTURO BRUSCOS	HOUSING PARTS OF HAND TOOLS
2019-08-12T20:30:56	AE	ADO	8205-3000-000	PPA-UNC-0001072	ARTURO BRUSCOS	CRON 5000 METAL SMELTING AND POLISHING MACHINE
2019-08-12T20:30:39	AE	ADO	8205-3000-000	PPA-UNC-0001057	ARTURO BRUSCOS	THE GEM-CUTTER 2020 EXODUS-MARK IV ALL-IN-ONE GEM CUTTING DEVICE
2019-08-12T20:30:24	AE	ADO	8205-3000-000	PPA-UNC-0001063	ARTURO BRUSCOS	BIONZ-X3 HAND-HELD GEM POLISHING DEVICE
2019-08-12T20:29:48	AE	ADO	9999-0002-000	PPA-UNC-0001064	ARTURO BRUSCOS	SMELTED TUNGSTEN CARBIDE 25G, 50G, 100G, 200G, 300G, 400G, 500G
2019-08-12T20:29:35	AE	ADO	9999-0002-000	PPA-UNC-0001065	ARTURO BRUSCOS	SMELTED CARBON STEEL 25G, 50G, 100G, 200G, 300G, 400G, 500G
2019-08-12T20:29:21	AE	ADO	9999-0002-000	PPA-UNC-0001066	ARTURO BRUSCOS	SMELTED TITANIUM 25G, 50G, 100G, 200G, 300G, 400G, 500G
2019-08-12T20:29:04	AN	ADO	9999-0002-000	PPA-UNC-0001062	ARTURO BRUSCOS	SMELTED PLATINUM 700G
2019-08-12T20:28:50	AE	ADO	9999-0002-000	PPA-UNC-0001067	ARTURO BRUSCOS	SMELTED PLATINUM 25G, 50G, 100G, 200G, 300G, 400G, 500G
2019-08-12T20:27:46	AE	ADO	9999-0002-000	PPA-UNC-0001068	ARTURO BRUSCOS	SMELTED GOLD 25G, 50G, 100G, 200G, 300G, 400G, 500G
2019-08-12T20:26:23	AN	ADO	9999-0001-000	PPA-UNC-0001059	ALEXA VEGAS	MOONSTONE, CUT - MOON CUT
2019-08-12T20:26:11	AE	ADO	9999-0001-000	PPA-UNC-0001069	ALEXA VEGAS	MOONSTONE, CUT - OVAL, PEAR, MARQUIS, BRILLIANT, HEART-SHAPE
2019-08-12T20:25:58	AN	ADO	9999-0001-000	PPA-UNC-0001060	ALEXA VEGAS	PINK DIAMOND, CUT - HEART-SHAPE
2019-08-12T20:25:44	AE	ADO	9999-0001-000	PPA-UNC-0001070	ALEXA VEGAS	PINK DIAMOND, CUT - OVAL, PEAR, MARQUIS, BRILLIANT
2019-08-12T20:25:29	AE	ADO	9999-0001-000	PPA-UNC-0001071	ALEXA VEGAS	DIAMOND, CUT - OVAL, PEAR, MARQUIS, BRILLIANT, HEART-SHAPE
2019-08-12T20:25:09	AE	ADO	9999-0001-000	PPA-UNC-0001073	ALEXA VEGAS	EMERALD, CUT - OVAL, PEAR, MARQUIS, BRILLIANT, HEART-SHAPE

TOTAL RECORDS — 18
SORTED BY — POST DATE | DESCENDING

(a) A report can also be exported on different formats or medium. Observe figure right. Click on the Destination option.

(b) Clicking on the See more... option will list other destination medium for extraction or export.

Figures



NOTE: Again, these options are only available depending on the browser in use, however with only some minor to major look and appearance.

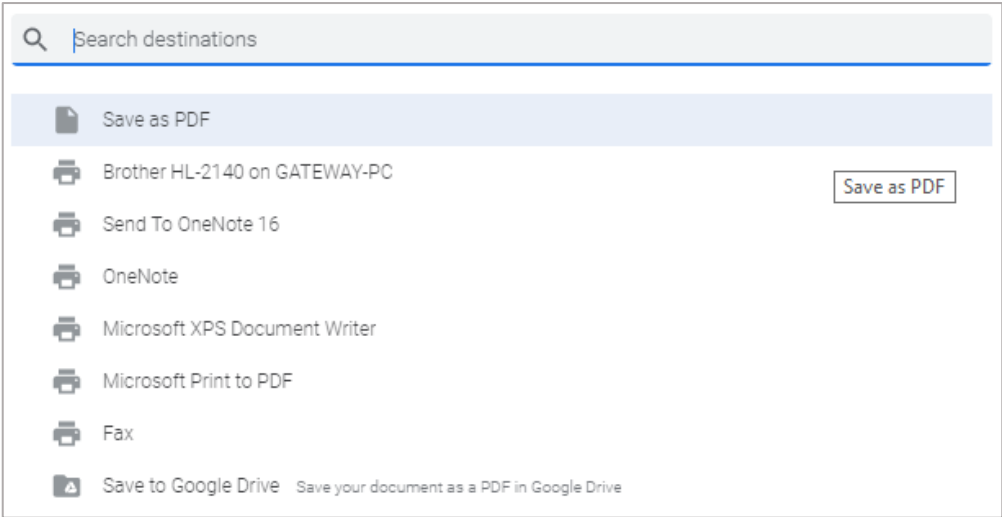


Figure In the example printed report below, our user Alexa has filtered the data to be printed with only the information selected on the report parameter setup.

SELECT REQUEST TYPE *

ADD - ADDITION

SELECT ASSESSMENT STATUS *

P - PENDING APPROVAL

FROM *

03 / 01 / 2025

TO *

03 / 07 / 2025

PHILIPPINE PORTS AUTHORITY

Online Ports Charges Exemption System

Customer's Report Generation

Run Date

8/13/2019 4:41:54 PM

Date Range

2019-08-01T12:00:00 — 2019-08-13T23:59:59 — (12 days of data)

Generated By

ALEXA MUNDO VEGAS

Report Options

Request Type — DET - Detachment
Assessment Status — ALL (P, V, AE, AN, AD, R)

PRINT/EXPORT

METALS AND GEMS INDUSTRIES PTE. LTD.

POST DATE	ASSESSMENT	REQUEST	HS CODE	PPA UNICODE	FILED BY	COMMODITY DESCRIPTION	UPDATED
2019-08-13T13:44:59	AD	DET	8205-3000-000	PPA-UNC-0001063	ALEXA VEGAS	BIONZ-X3 HAND-HELD GEM POLISHING DEVICE	2019-08-13T13:54:26

TOTAL RECORDS — 1

Observing the report above, sorting captions did not appear nor the ability to sort is not possible, because we only have 1 (one) record. The PRINT/EXPORT button only appeared once on top since again, there is only one record.

VI – APPENDIXES

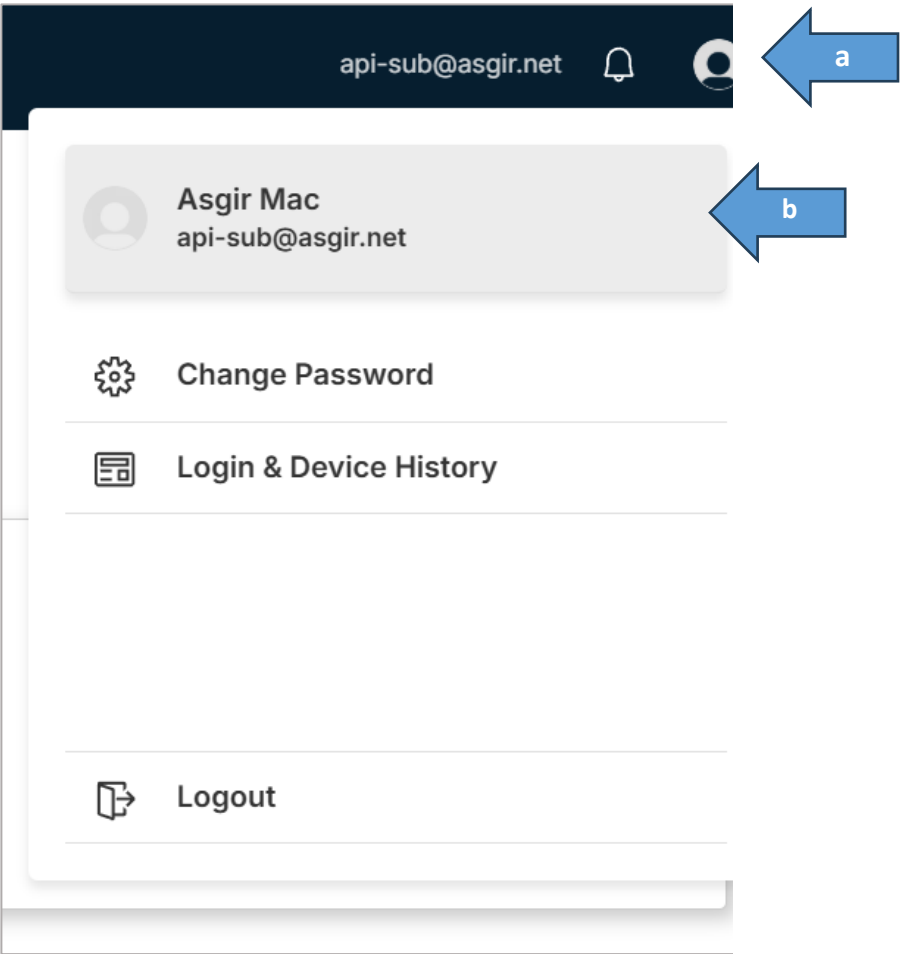
Appendix I Changing Account Information

The user can change their information under the *My Account* page. Figure right, click on the profile icon arrow (a), a pop-up will appear below, the click arrow (b). The following can be modified at any time.

- 1) Password
- 2) Mobile Phone Number
- 3) Account Picture ID

Below are the data or information in which the user **cannot** modify. Neither the PPA Web API Administrator role or other PPA roles can change these pieces of information once registered. These are dictated, controlled and based from the customer registration form.

- 1) Name or Full Name
- 2) Email / User Name
- 3) Business Address, 4) Company Name, 5) Job/Position



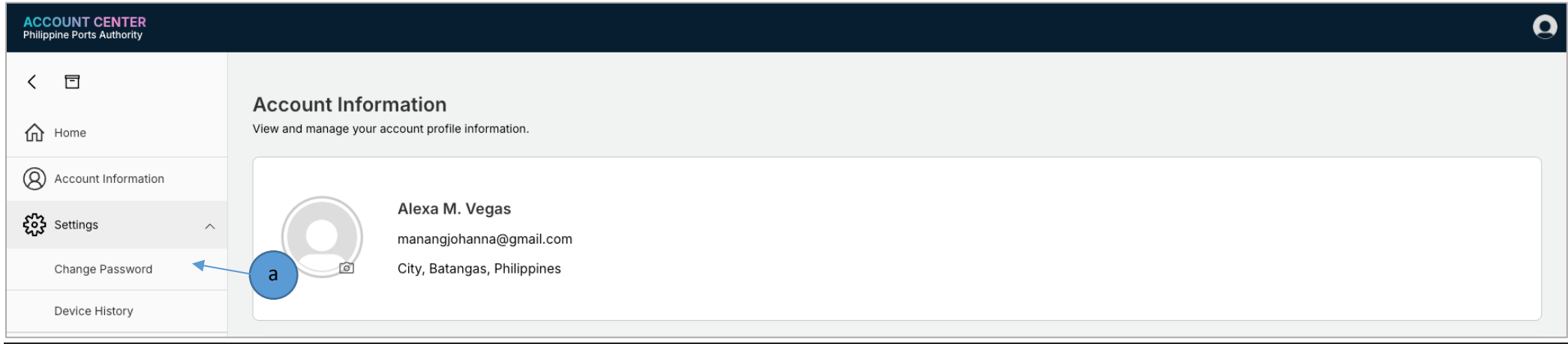
A1.1 Changing Password

A user can change the password at any time. PPA doesn't force a user to change password but only a reminder. However, the technical administrator can change the days or the frequency of the recommended days.

This is similar to corporate accounts like Microsoft Outlook, Google Account, Facebook and many others in which the user has the rights not to change the password as long as it is strong enough or secured. Observe figure below:

To change the password, click on the link button *Change Password* (a).

Figure (applies to all users)



Once the *Change Password* link button has been clicked, the user will be redirected to the change password page.

As common operation on most corporate websites, company, online-banking and shopping sites, the form on right side should be accomplished when changing password.

(a) *Current password* - is the current active password for the user.

(b) *New password* - is the new desired password for the account.

(c) *Confirm new password* - is the repetition of the new desired password so that it is guaranteed that the new password is correctly typed. They should match in order to make the change effective.

Once the form has been completed, click on the **CHANGE PASSWORD** button.

NOTE: Please review the notes on changing password found in **Figure 5-1-a** PPA Registration Confirmation email.

Figure (applies to all users)

Change Password

Secure your account by changing your password.

Your new password must satisfy the following requirements:

- Should not have any spaces.
- Minimum of 8 characters, maximum of 20.
- Should include one lowercase letter, one uppercase letter, and one number.
- Should include one special character (such as !@#\$%^&*()_+).

Current Password

[Forgot your password? Click here](#)


.....

New Password

.....

Confirm Password

.....

 Waiting for insert data.

CHANGE PASSWORD

Once the password has been successfully changed, the user will be redirected to the *My Account* page with the message indicating the operation made (a).

Change Password

Secure your account by changing your password.

Your new password must satisfy the following requirements:

- Should not have any spaces.
- Minimum of 8 characters, maximum of 20.
- Should include one lowercase letter, one uppercase letter, and one number.
- Should include one special character (such as !@#\$%^&*()_+).

Current Password

Forgot your password? [Click here](#)

.....

New Password

.....

Confirm Password

.....

Your password has been successfully changed.

[a](#)

CHANGE PASSWORD

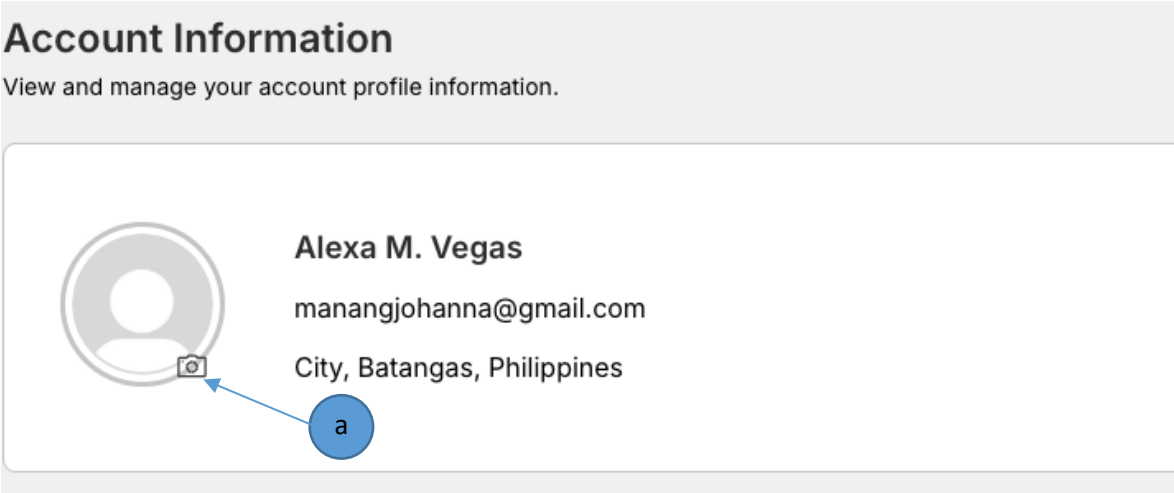
A1.3 Changing Account Picture ID

By changing the account picture ID, it appropriately identifies a user under that account.

Similar to services like Microsoft Office Outlook, Google services, etc. adding a picture account ID makes it easier for other users to identify the owner of such account. If you have multiple accounts under these services, identifying one account from the others is easy. Say a personal account under outlook live and another for a company Outlook account.

To change your picture account ID, click anywhere on the rectangular avatar icon (a) in the My Account page.

Figure A1-3-a



After clicking the avatar icon, the user's browser *Open Dialog* box will appear, similar to the figure right.

Select the desired picture for the account picture ID.

NOTE: The perfect size for the account picture is 175-pixel width, by 300-pixel height (a) with a maximum of 200KB in file size and a PNG file type. Acceptable images are PNG and JPEG.

Other sizes (of dimensions) can be uploaded however, the proportion and appearance will vary and might not display well on the placeholder of the account picture ID.

Once the desired picture is selected, click on the *Open* button (b).

The account picture ID will now reflect to the user's *My Account* page (a).

Figure A1-3-b

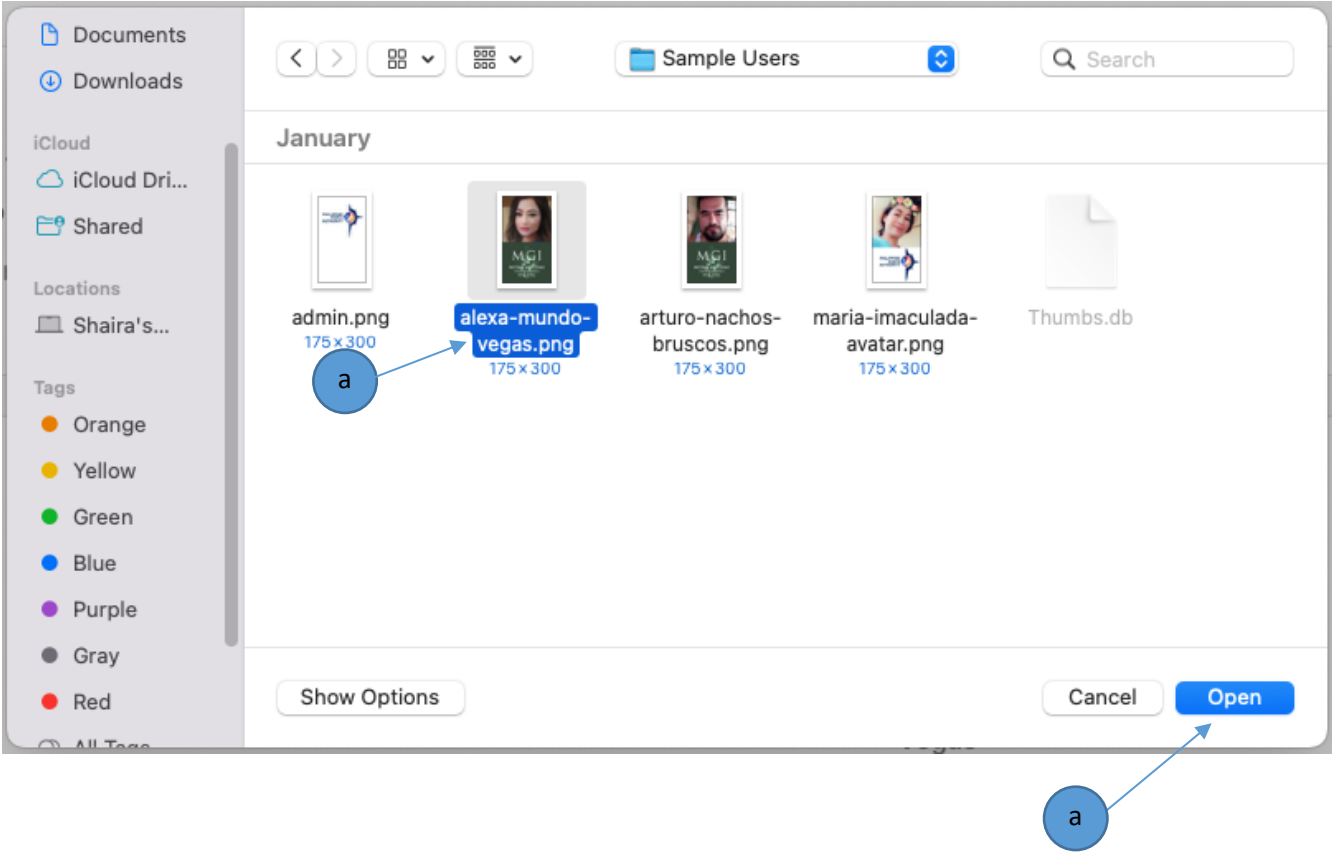


Figure A1-3-d

Account Information

View and manage your account profile information.



Alexa M. Vegas

manangjohanna@gmail.com

City, Batangas, Philippines

APPENDIX 2 REQUEST FORMS

Following PPA request forms relating to PPA Web API / OPCE can be used for the purposes they convey. Filling out these forms and sending them to PPA for approval.

See succeeding pages for information on each request form together with sample data or information. They can be copied and pasted to a document for modifications.

A2.1 User Access Report (UAR). This form is used to request new/additional users (customers, CSD, admins, etc.). This form can also be found at the login screen by clicking below:

PHILIPPINE PORTS AUTHORITY | ACCOUNT CENTER

Sign In

SINGLE SIGN-ON

EMAIL

Enter your email


Forgot your password?

Don't have an account yet? Fill out this [form](#).

NEXT

A2.2 Password Reset Request Form - ~~this form is used to request reset of password in case the user has forgotten the current password.~~ **NOTE: This form has been outdated since users can now reset their passwords by clicking the Forgot your password? Link in the login screen.**

A2.3 Termination or Suspension of User Account Form - This form is used when a user needs to resign or no longer in the position to do operations under the OPCE activities.

ICTD FORM: OPCE-003				
PPA-OPCE ACCOUNT TERMINATION/SUSPENSION FORM				
COMPANY NAME		METALS AND GEMS INDUSTRIES PTE. LTD.		
FIRST NAME	LAST NAME	MIDDLE NAME	POSITION	EMAIL / USER NAME
ARTURO	BRUCOS	NACHO	Commodity and Exports Specialist, QA	anmuchos@mgi.com.ph
PARTICULARS: The employee is no longer employed with the company effective this date. He will be joining the government military for civil services.				
TYPE OF ROLE				
<input checked="" type="checkbox"/> Customer	<input type="checkbox"/> Help Desk Support <input type="checkbox"/> CSD Approver	<input type="checkbox"/> Admin	<input type="checkbox"/> Report Viewer	<input type="checkbox"/> API Client

REMARKS: RSU Filed and Dated: MM/DD/YYYY : _____ Subject to compliance to the PPA ICTD Security Policy as posted in the PPA website, the PPA Quality Management System (QMS) on MIS Support Process and Data Privacy Act (RA 10173).		
REQUESTED BY: <i>(signature over printed name)</i> ALEXA M. VEGAS Commodity and Exports Specialist, Supervisor METALS AND GEMS INDUSTRIES PTE. LTD.	APPROVED BY: GERVACIO A.N. BALATBAT PPA-ICTD AUTHORIZED SIGNATURE DATE: _____	
IMPORTANT REMINDER: The information contained herein should be kept confidential and should be used solely by the employee/s indicated in the name/s above. Should the security of such account be compromised, that account will be locked out or suspended until such time that security issue is resolved.		


A2.4 Change/Add Feature Request Form – this form is used when a particular user (customer, PPA, etc.) needs a

Double-click below icon to load the original form.



Request for System
Update (RSU).pdf

Feature added to the OPCE system.



REQUEST FOR SYSTEM UPDATE

(for PPA Initiated updates)

RSU No.:

RSU Date:

USR NO(s).

If update is resolution of previously reported USR(s)

SERVER (S) TO BE UPDATED

TEST ENVIRONMENT

Date of Implementation:

PRODUCTION (LIVE) ENVIRONMENT

Date of Implementation:

UAT ENVIRONMENT

Date of Implementation:

TYPE OF SYSTEM UPDATE

REQUESTED DUE DATE/TIME:

VERSION NO. (for Applications only):

UPDATE DESCRIPTION / DETAILS / INSTRUCTIONS

REASON FOR THE UPDATE (Attach supporting documents, if any)

ATTACHMENTS:

Requested by:

Signature over printed name

Date

PPA Authorized Signatory:

Signature over printed name

Date

RECOMMENDED SOLUTION

Solution Provided by:

(Signature over printed name)

Date

REMARKS:

Tested By (QA):

(Signature over printed name)

Date

Time of Implementation:

☐ Before Start Of Day

☐ After End Of Day

☐ During Production

☐ Others (specify)

Implemented by:

Verified by: (Helpdesk)

Noted by: ICTD Manager

(Signature over printed name)

Time/Date

(Signature over printed name)

Time/Date

(Signature over printed name)

Date

Form version 4.0 (for Requests Initiated by PPA)

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A2.5 Incident / Bug Report Form - this form is used when a user encounters a bug in the PPA OPCE web application.


HELPDESK

INCIDENT REPORTING FORM

USR NO. _____

Date/Time Reported:	System:	Module:
Site Office, Bldg. Room No.	Telephone No.	Fax No.:
Description of the incident:		
Date and Time of occurrence:	<input type="checkbox"/> If Incident Previously Occurred Reference USR No. : _____	
USE THIS SPACE FOR TECHNICAL PROBLEMS ONLY		
When did it occur? Pls. check:	<input type="checkbox"/> Confirming	When did it occur?
<input type="checkbox"/> Logging-in	<input type="checkbox"/> Exiting from one page to another	Date:
<input type="checkbox"/> Choosing an option from the menu	<input type="checkbox"/> Exiting from one system/subsystem to another	Time:
<input type="checkbox"/> Searching	<input type="checkbox"/> Exiting from the system	Where did it occur?
<input type="checkbox"/> Adding/inserting	<input type="checkbox"/> Others, pls. specify	Page/Screen:
<input type="checkbox"/> Updating		Object/Item/Field:
		Transaction/Document No.:
How did it occur? Detail the last few steps before the problem occurred. Indicate keys pressed, data entered and error messages, if any.		
USE THIS SPACE FOR NON-TECHNICAL PROBLEMS ONLY (INCLUDES PROCESS / PROCEDURES)		
Problem Background: Briefly describe the background events. (Use separate sheet if necessary)		
Ideal Situation: What do you expect/recommend should happen? (Use separate sheet if necessary)		
Question: What question(s) needs to be answered? (Use separate sheet if necessary)		
IMPACT OF THE PROBLEM		
How does the problem affect you and the PPA? Pls. check.		
<input type="checkbox"/> I am totally prevented from doing my task and it will immediately impact the business process of the PPA.		
<input type="checkbox"/> I am irritated from doing my task and it will eventually impact the business process of the PPA if long left unresolved.		
<input type="checkbox"/> I observed an area that can be improved but it will not impact the business process of the PPA.		
Please explain further		
ATTACHMENTS		
REPORTED BY:	DATE/TIME:	RECEIVED BY:
_____	_____	_____
(Signature over printed name)		(Signature over printed name)
REPORTED BY:	DATE/TIME:	RECEIVED BY:
_____	_____	_____
(Signature over printed name of Immediate Supervisor)		(Signature over printed name)

Double-click below icon to load the original form.



Incident_Report_Form.pdf