

# **Fertilizer and Pesticide Authority**

## **(FPA)**

*FPA Trade System*  
*User's Manual*

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## **Section 1 – Introduction**

The FPA Trade System stands as an autonomous platform designed to streamline the submission process for License and Accreditation applications, facilitating a seamless review, approval, and issuance of the corresponding Certificate. Additionally, this system offers a streamlined avenue for stakeholders to apply for the issuance of the Certificate of Product Registration, as well as manage the importer's application for an Import Permit/Clearance.

Key features of the FPA Trade System include:

### **Effortless Application Processing:**

Users can efficiently prepare, submit, and print the License and Accreditation Certificate through a user-friendly interface.

### **Comprehensive Product Registration:**

The system incorporates modules dedicated to the application and registration of products, ensuring a thorough and organized approach to this critical aspect.

### **Seamless Import Permit/Clearance Management:**

Stakeholders can easily prepare, submit, and print Import Permit/Clearance applications, simplifying the often complex process associated with importing goods.

### **Centralized Information Management:**

The FPA Trade System provides a centralized hub to manage system information, enhancing accessibility and control over relevant data.

The FPA Trade System empowers stakeholders with a suite of tools to navigate licensing, accreditation, product registration, and import permit processes efficiently. Through its intuitive interface and robust functionalities, the system aims to enhance the overall experience of users involved in these crucial aspects of trade regulation.

## **System Requirement**

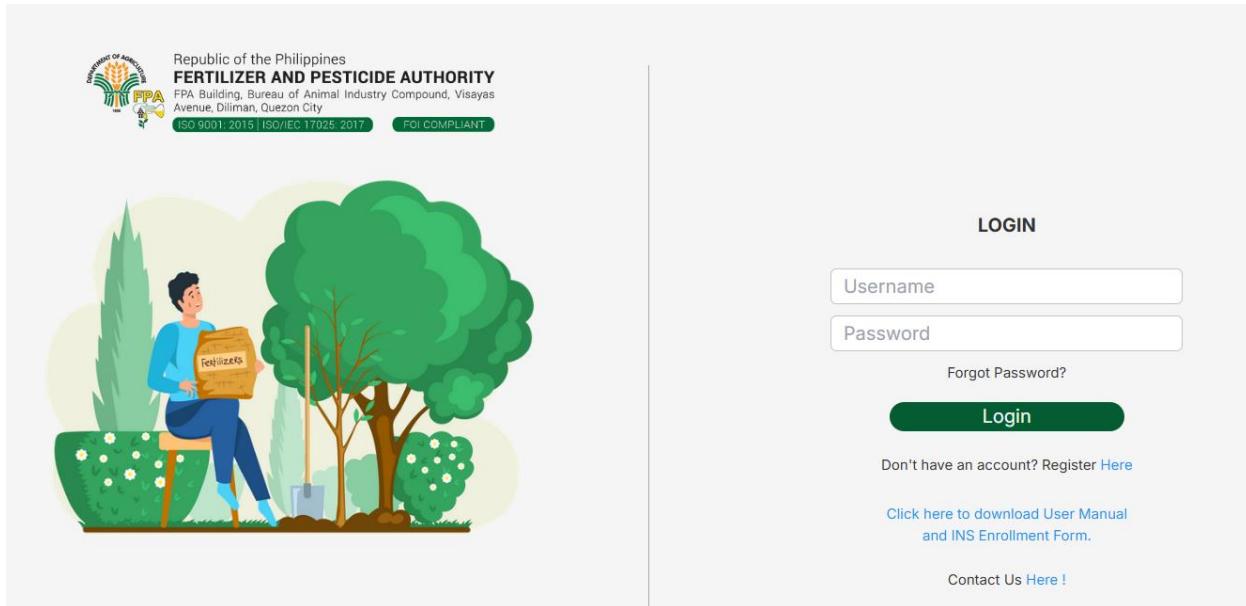
- Computer with stable internet access (1024x768 recommended screen resolution)
- Internet Explorer 5.5 or higher; Mozilla Firefox 2.0 or higher; Google Chrome; Safari
- Flash Player (per browser plug-in)
- Microsoft Excel (Optional for reports)
- Microsoft compatible printer / PDF compatible printer

## Section 2 – Getting Started

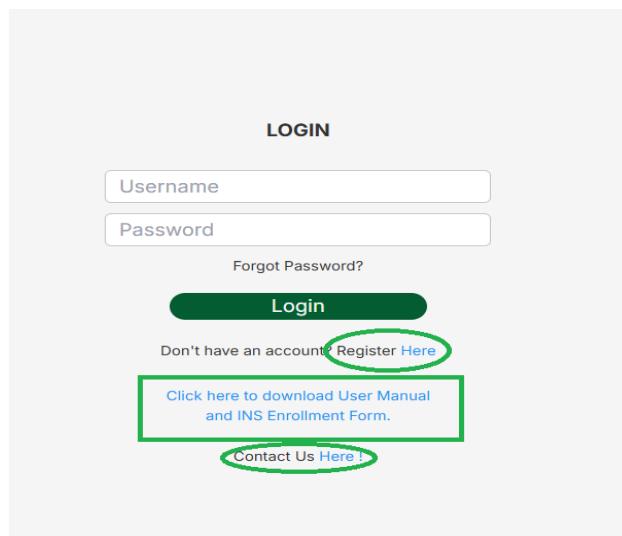
### Online Registration

FPA Trade system account.

- a. To register an account, go to <https://fpa.intercommerce.com.ph/>



- b. Select “**Register here**” to create an account. To access the INS Enrollment Form and User Manual, select the corresponding option. If you need further clarification, you may refer to the “**Contact Us**” section for assistance.



- c. Input preferred username and password of the account. Select application type and click the **Next** button.

**REGISTRATION**

1 2 3 4

Account Information

Username \*

Password \*

Confirm Password \*

Application Type  
 License  Accreditation

**Next**

Already have an account? [Login Here](#)

- d. Input the Account Details and click the **Next** button

**REGISTRATION**

1 2 3 4

Organization Information

Company Name (Optional)

Tax Identification Number (TIN) / ID No

Last Name

First Name

Middle Name

Mobile Number

Email Address

Alternative Email Address (Optional)

**Back** **Next**

- e. Input account address and click the **Next** button.

**REGISTRATION**



Company Information

State / Province \*

Municipality \*

Barangay \*

Subdivision / Village \*

Street Name / Building \*

House No. / Lot No. / Floor Unit \*

Postal or ZIP \*

Philippines

**Back** **Next**

- f. Upload the document requirements needed for activation of the account and click **Submit**.

**REGISTRATION**



Attachment

Please upload PDF (.pdf) files for documents and JPEG (.jpeg or .jpg) or PNG (.png) files for images.

**Total File size must not be more than 5 MB.**

For Individuals, attached BIR TIN ID / ID

INS Enrollment Form:  
 No file chosen

Information Services Agreement:  
 No file chosen

BIR 2303 / BIR TIN ID / ID (whichever is applicable):  
 No file chosen

**Back** **Submit**

- g. After submission, a confirmation code will be sent to the registered email, and the alternative email address registered. This is to ensure that the registered email addresses are active and existing. Input the confirmation code received and click the **Send** button

# REGISTRATION



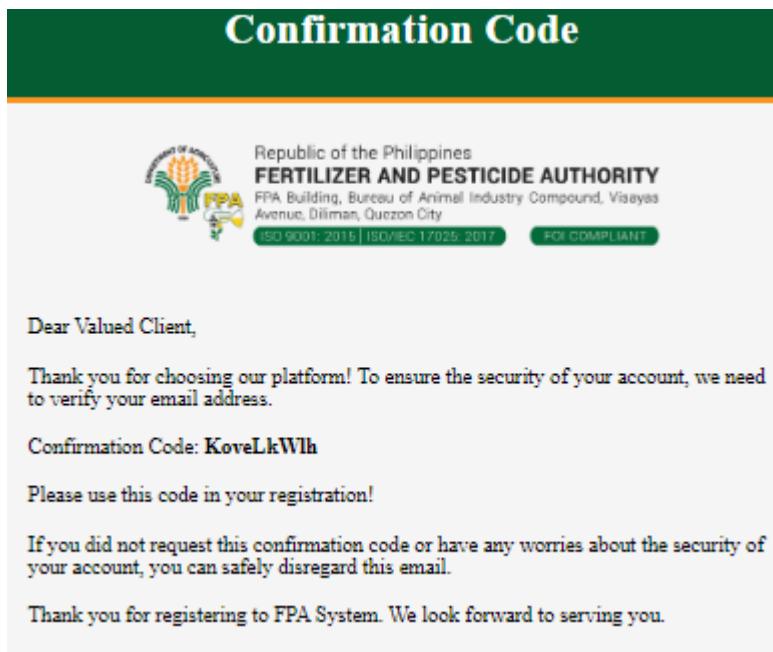
Email Confirmation Code

Please check your email for Confirmation code

[Send Again](#)

Confirmation Code

[Send](#)



- h. After sending, a system and email notification will be received about the confirmation of the registration.

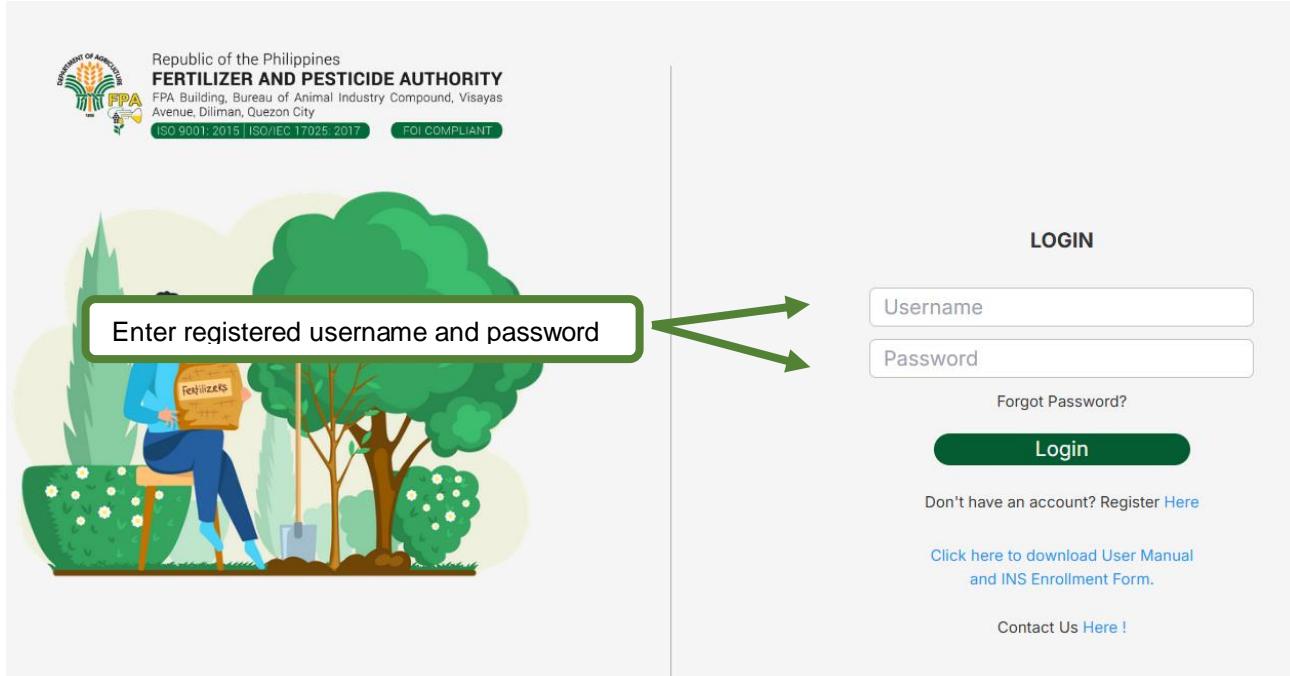


**Note:** After submission of the registration, client will monitor the registered email addresses if account has been activated or rejected. If the account has been rejected, the client can register again and comply with the reason for rejection.

**If the client has an existing account used for License application, they may use the same access in the Accreditation Certificate application**

## Logging in to the FPA Trade System Website:

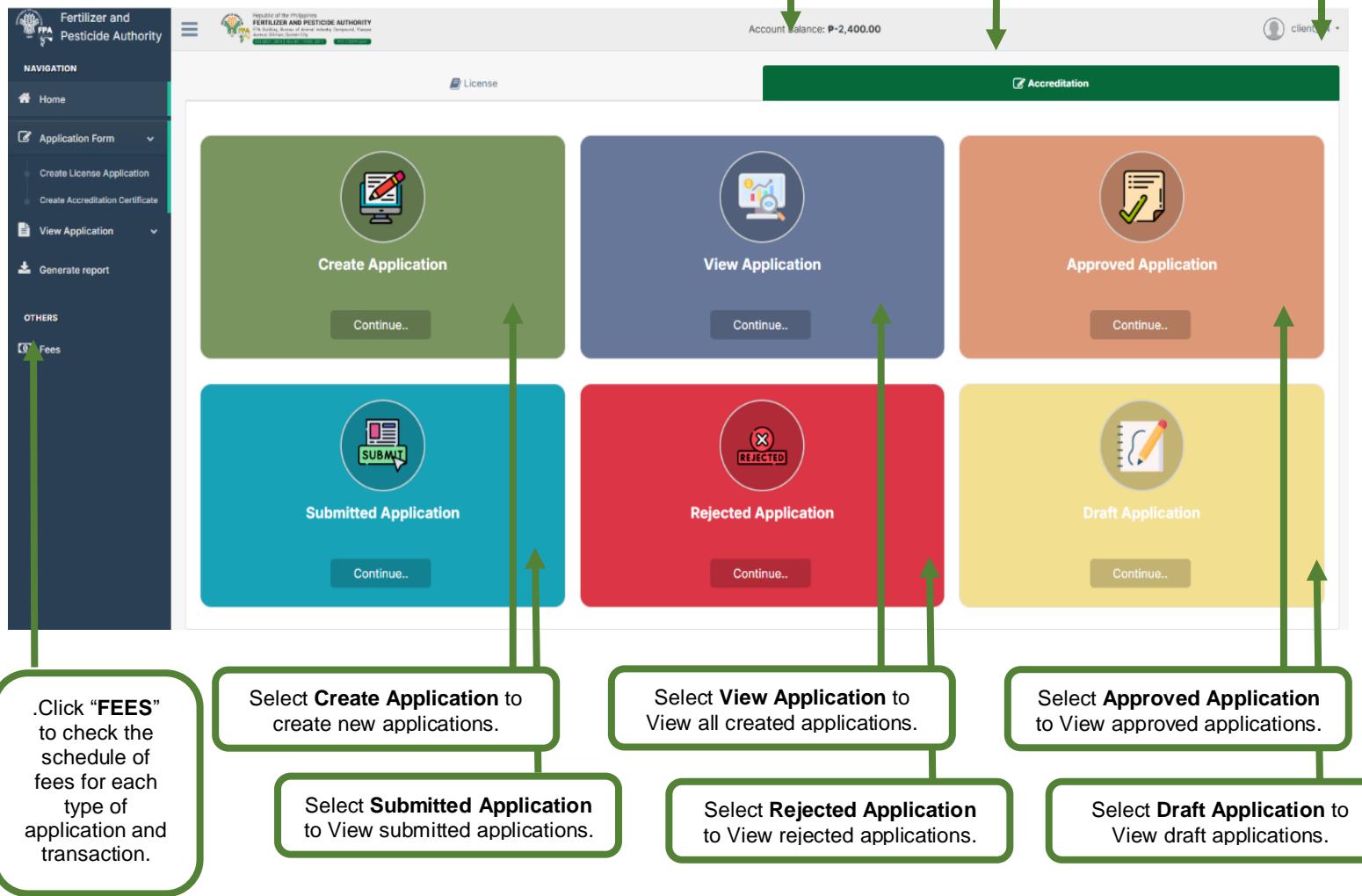
In the address bar, enter <https://fpa.intercommerce.com.ph/>



The image shows the login page of the FPA Trade System website. The page features a header with the FPA logo and text: "Republic of the Philippines", "FERTILIZER AND PESTICIDE AUTHORITY", "FPA Building, Bureau of Animal Industry Compound, Visayas Avenue, Diliman, Quezon City", "ISO 9001: 2015 | ISO/IEC 17025: 2017", and "FOI COMPLIANT". Below the header is a cartoon illustration of a person in a blue shirt and blue pants, holding a bag labeled "Fertilizers", standing next to a tree and a bush. A callout box with a green border and white text says "Enter registered username and password". Two green arrows point from this callout box to the "Username" and "Password" input fields on the right. The right side of the page contains a "LOGIN" section with "Username" and "Password" fields, a "Forgot Password?" link, a "Login" button, and links for "User Manual" and "INS Enrollment Form". It also includes a "Don't have an account? Register [Here](#)" link and a "Contact Us [Here](#)!" link.

For security reason, FPA site will be automatically log-off after **ten (10) minutes of inactivity**. Saving your work from time to time is encouraged. To continue working once logged-out, just close the browser and repeat logging procedures.

## FPA Trade System Dashboard:



## Resetting Passwords

To initiate a password reset, log in to your account and access the User profile. Enter both the current and new passwords, then click the "Save changes" button. A confirmation email will be sent to the registered email addresses if the password has been successfully changed

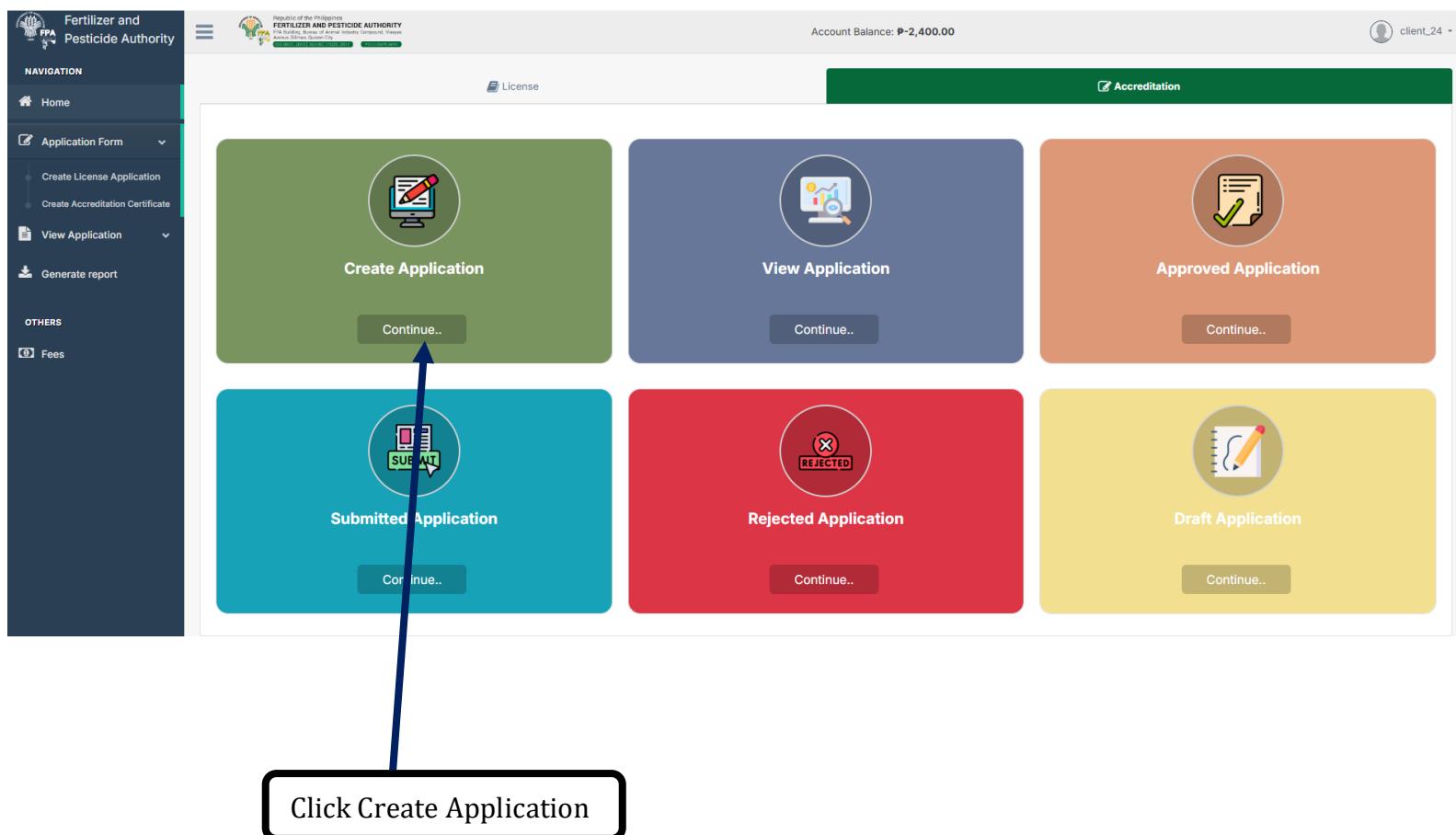
## Password Security

In order to protect the account owner from unauthorized use, proper precautions should be followed when accessing your account especially from publicly used computers (ie. internet cafes, offices and shared computers). Unauthorized use of your account might put your license at risk!

- **Memorize your Password.** Do not write it anywhere.
- If you need to share your account with another person, update password immediately afterwards.
- Always select **NO** when being asked by Windows about saving password options.

## Section 3 - Preparing Accreditation Application

In the FPA dashboard, select **Create Application**.



The screenshot shows the Fertilizer and Pesticide Authority (FPA) dashboard. The left sidebar contains navigation links for Home, Application Form (Create License Application, Create Accreditation Certificate), View Application, Generate report, and Fees. The main content area has a green header bar with 'License' and 'Accreditation' tabs. Below the header are six colored boxes representing application statuses: 'Create Application' (green), 'View Application' (blue), 'Approved Application' (orange), 'Submitted Application' (cyan), 'Rejected Application' (red), and 'Draft Application' (yellow). Each box has a 'Continue..' button. A blue arrow points from a callout box at the bottom to the 'Create Application' button. The callout box contains the text 'Click Create Application'.

**Step 1 Company Information:** Fill up the necessary Information then click the Next button

You may choose which of the below Accreditation Types you will apply for the Accreditation Certificate.

- a. Accredited Safety Dispenser (ASD)
- b. Accredited Responsible Care Officer (ARCO)
- c. Agricultural Certified Pesticide Applicator (CPA)
- d. Researcher
- e. Drone Spray Supervisor
- f. Drone Controller

1. Information

2. Attachments
3. Privacy Notice and Consent to Use Data

Application Form

Accreditation type : \*

Select here..

Type of Application : \*

[+ New application](#)
[Renewal](#)

Select Region for payment : \*

Select here..

[?](#)

First Name : \*
Middle Initial : \*
Surname : \*

Juan

D.

Dela cruz

Company Name :

client\_24234

Company Address :

client\_24 client\_24 client\_24 San Vicente San Juan Southern Leyte

Contact Number : \*
Email Address : \*

0956-565-6595

client\_24@mailinator.com

[Previous](#)
[Next](#)

**These are the conditions of this page:**

1. You CAN'T apply if there is an already existing application, however, if the said Application has been tagged as Rejected then you may apply for new/renewal.
2. You cannot print the certificate unless it is "Approved"
3. If it's rejected you can re-apply by "create from existing application (copying the Rejected information) in a new form

**New – If you are a new Client**

Application Form

Accreditation type : \* Select here..

Type of Application : \* **+ New application** **Renewal**

Select Region for payment : \* Select here..

**Renewal – If you are applying for a renewal of your Accreditation**

Application Form

Accreditation type : \* Select here..

Type of Application : \* **+ New application** **Renewal**

Select Region for payment : \* Select here..

**Select Region for Payment :** Selecting the region for accreditation payment ensures compliance with the appropriate regulatory office, preventing processing delays or rejections.

Accreditation type : \* Select here..

Type of Application : \* **+ New application** **Renewal**

**Select Region for payment : \*** Select here..

**Step 2 Document Attachments:** Attach the necessary documents then click **Next** button.

Republic of the Philippines  
FERTILIZER AND PESTICIDE AUTHORITY  
The Building & Site of Animal Industry (BASIS) Complex  
Bureau of Fisheries and Aquatic Resources  
Quezon City

Account Balance: ₱4,800.00

accred\_client

**1. Information**    **2. Attachments**    **3. Privacy Notice and Consent to Use Data**

Required file(s) for New ARCO Application

*Note: Only PDF & .jpeg / .jpg / .png are only allowed to upload.*

Recent 1x1 picture with white background  Choose file

Recently issued Certificate of Employment or proof of ownership in case the applicant is the owner of company and the one who signed the COE  Choose file

**Step 3 Consent to Process and Share Data:** Click the **I agree** button and click Finish.

Republic of the Philippines  
FERTILIZER AND PESTICIDE AUTHORITY  
The Building & Site of Animal Industry (BASIS) Complex  
Bureau of Fisheries and Aquatic Resources  
Quezon City

Account Balance: ₱4,499,880.00

raymonddd

**1. Information**    **2. Attachments**    **3. Consent to Process and Share Data**

I certify that I have truthfully accomplished this form and hereby authorize the Fertilizer and Pesticide Authority to collect and process the data indicated herein. I understand that my consent does not preclude the existence of other criteria for lawful processing of personal data, and does not waive any of my rights under the Data Privacy Act of 2012 and other applicable laws.

**CONFIDENTIALITY NOTICE:** FPA Officials and employees are reminded to keep confidential information and not to disclose the same and/or its contents to any person pursuant to Section 7 (C) of R.A. 6713

I agree with the Terms and Conditions.

**Privacy Policy**

I hereby authorize InterCommerce Network Services, Inc. (INS) to collect and process the data I have provided herein for the purpose of consummating my transactions with government trade regulatory agencies, e.g., the Bureau of Customs, the Philippine Economic Zone Authority, the Board of Investments, the Freeport Zone Authority, the Department of Agriculture including the Bureau of Animal Industry, the Bureau of Fisheries and Aquatic Resources, the Bureau of Plant Industry, National Meat Inspection Service, and other third parties, thru the value-added services of INS, as well as the use of other services provided by INS. I understand that my personal data is protected in accordance with the Data Privacy Act of the Philippines (Republic Act No. 10173) and that INS will handle my data with utmost care and in compliance with applicable data protection laws. I acknowledge that INS may share my data with authorized third parties, such as government trade regulatory agencies, for the purpose of facilitating my transactions and providing value-added services.

I agree with the Terms and Conditions.

**Step 4 Checking the status once the application has been submitted** – the status of your application should be “Submitted”. It means that the application is with the FPA Officers for review.

You can click the view button to check the details of your application.

View Accreditation Application									
Show 10 entries <input type="button" value="▼"/> <input type="text"/> Search: <input type="button" value="Search"/>									
Company Name	Application No.	Application Type	Accreditation Type	Reason of Rejection/Compliance	Status	Date Submitted	Date Expiration	Action	
InterCommerce Services Inc Network	FPA2024ACCREDJJP259	New	ARCO		Submitted	September 3, 2024		<input type="button" value="View"/>	

This will be the preview of the application once you click the **View** Button.

**FPA2024ACCREDJJP259 / New / ARCO**

**Application Details**

Select Region for payment : \*

First Name : \*  Middle Initial :  Surname : \*

Company Name : \*

Company Address : \*

Contact Number : \*  Email Address : \*

Date of Training : \*

Training Venue : \*

Control Number of ARCO Training Certificate (For FY 2024 attendees and above/Optional) :

**Attachment Details**

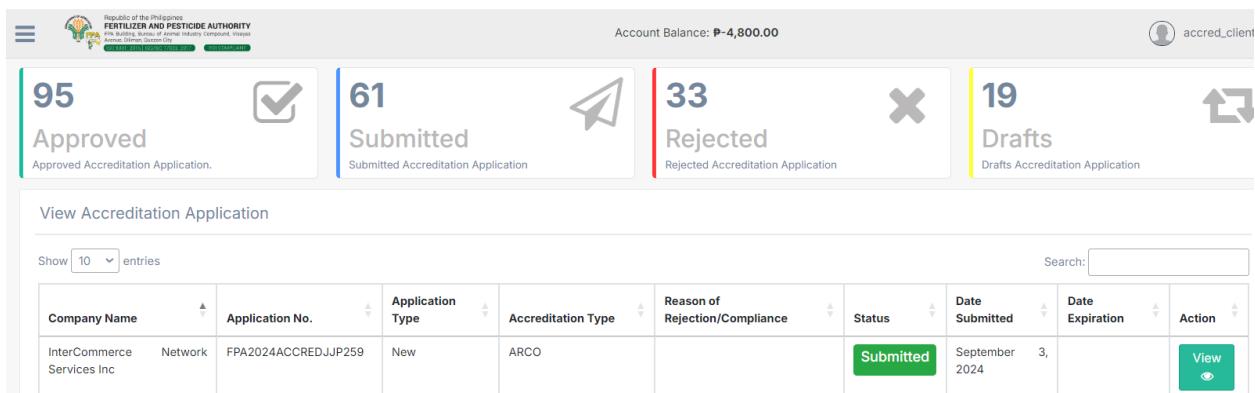
Recent 1x1 picture with white background

Recently issued Certificate of Employment or proof of ownership in case the applicant is the owner of company and the one who signed the COE.

## Section 4: Monitoring of Status:

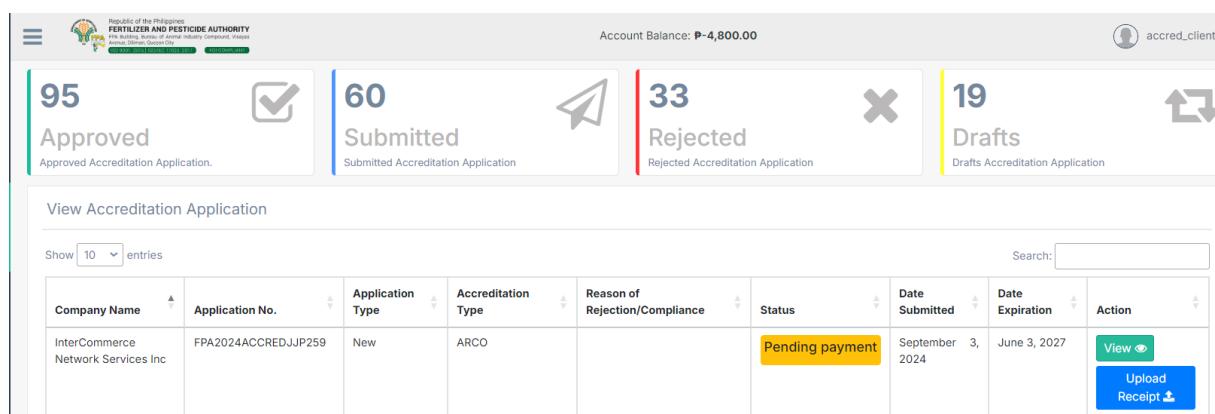
Every status of your application has an email notification. You can monitor the status of your application through email or through your account

**Status 1: Submitted** - if the application is sent for processing



Company Name	Application No.	Application Type	Accreditation Type	Reason of Rejection/Compliance	Status	Date Submitted	Date Expiration	Action
InterCommerce Services Inc	FPA2024ACCREDJJP259	New	ARCO		Submitted	September 3, 2024		<a href="#">View</a>

**Status 2: Pending payment** - if the application has been reviewed by FPA Processor and an Order of Payment has been sent to the registered email.



Company Name	Application No.	Application Type	Accreditation Type	Reason of Rejection/Compliance	Status	Date Submitted	Date Expiration	Action
InterCommerce Services Inc	FPA2024ACCREDJJP259	New	ARCO		Pending payment	September 3, 2024	June 3, 2027	<a href="#">View</a> <a href="#">Upload Receipt</a>

You will also receive an email notification for the payment instruction for your application

### Payment Notification

Hello client\_24,

We would like to inform you that your application with the reference number REF99765D9659 is ready for payment. Below, you will find the necessary details:

Company Name:	client_24234
Application Number:	FPA2025ACCREDXEQ302
Application Type:	New
Business Type:	ASD -
Transaction Type:	Accreditation
Previous Expiration Date:	
TIN No.:	123121231230
Amount:	Php : 100.00

To complete the payment process, you have the options to:

Option 1: Settle the fees at the FPA Cashier near you via cash, PMO, or Manager's Cashier's Company Check payable to Fertilizer and Pesticide Authority

Option 2 (Soon): Pay online via Landbank Link.BizPortal at <https://www.lbp-sservices.com/eps/portal/index.asp>

- Choose Fertilizer and Pesticide Authority.
- Select the type of accreditation you're paying for.
- Fill in the required information based on the bill form issued. Please note that the amounts are fixed for specific accreditation types.
- Download or save a digital copy of the transaction slip. This will serve as your proof of payment.
- Upload copy of the proof of payment.

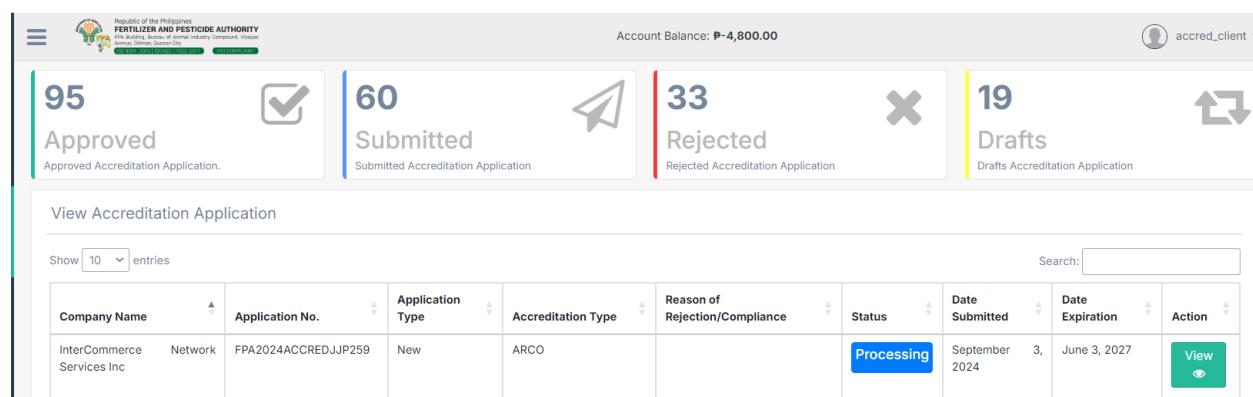
Once the payment has been successfully made, we kindly request that you upload the official receipt as confirmation from the cashier's office. Your prompt attention to this matter is greatly appreciated.

If you have any questions or need assistance, feel free to contact our customer support.

Thank you for choosing our services.

Fertilizer and Pesticide Authority Helpdesk Support

**Status 4: Processing** - if the proof of payment has been uploaded, the Cashier will validate the payment and forward the application to the Reviewer.



Company Name	Application No.	Application Type	Accreditation Type	Reason of Rejection/Compliance	Status	Date Submitted	Date Expiration	Action
InterCommerce Network Services Inc	FPA2024ACCREDJJP259	New	ARCO	Processing	Processing	September 3, 2024	June 3, 2027	<a href="#">View</a>

**Status 5: For Review** - if the proof of payment has been confirmed by the Cashier and has been endorsed to Division Chief for further review

Account Balance: ₱4,800.00

**95**  
Approved

Approved Accreditation Application.

**60**  
Submitted

Submitted Accreditation Application

**33**  
Rejected

Rejected Accreditation Application

**19**  
Drafts

Drafts Accreditation Application

View Accreditation Application

List of Accreditation Applications									
Company Name		Application No.	Application Type	Accreditation Type	Reason of Rejection/Compliance	Status	Date Submitted	Date Expiration	Action
InterCommerce Services Inc	Network	FPA2024ACCREDJJP259	New	ARCO		For review	September 3, 2024	June 3, 2027	<button style="background-color: #008000; color: white; border: none; padding: 2px 5px;">View</button>

An email notification will be received indicating that payment has been approved and has been endorsed for further review.

## Approved Payment



Republic of the Philippines  
**FERTILIZER AND PESTICIDE AUTHORITY**  
FPA Building, Bureau of Animal Industry Compound, Visayas Avenue, Diliman, Quezon City

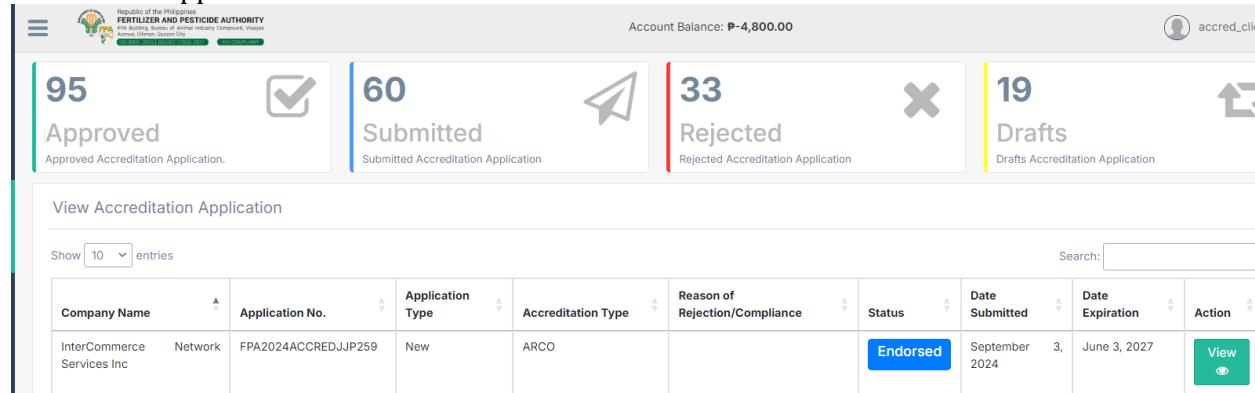
ISO 9001: 2015 | ISO/IEC 17025: 2017 | FOI COMPLIANT

Dear Valued Clients,

The payment for application number FPA2024ACCREDJJP259 has been approved and forwarded for further verification

Thank you,  
Fertilizer and Pesticide Authority

**Status 7: Endorsed** - if the application has been endorsed by the Division Chief to the Executive Director for approval.



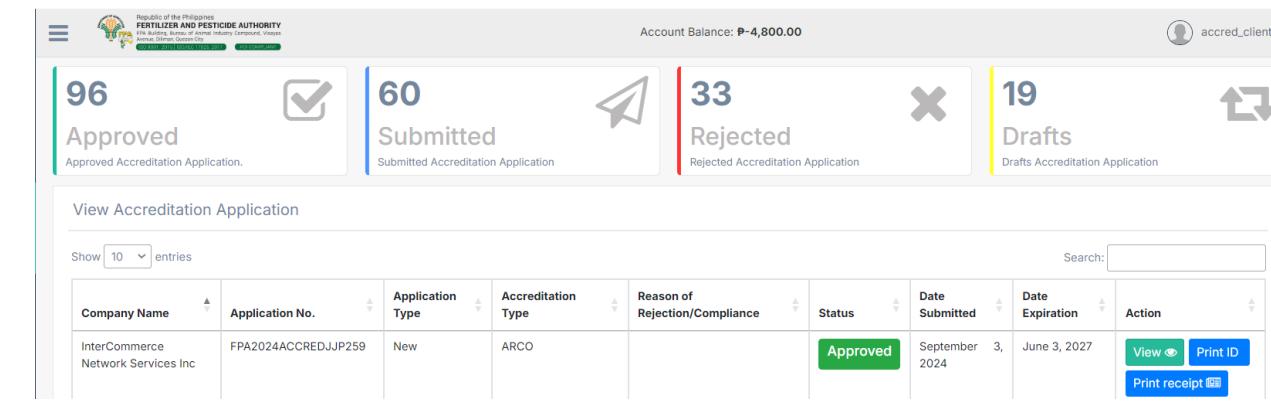
The screenshot shows the FPA Accreditation Application System interface. At the top, there are four summary boxes: 'Approved' (95), 'Submitted' (60), 'Rejected' (33), and 'Drafts' (19). Below these is a table titled 'View Accreditation Application' with columns for Company Name, Application No., Application Type, Accreditation Type, Reason of Rejection/Compliance, Status, Date Submitted, Date Expiration, and Action. A single row is shown for 'InterCommerce Services Inc' with status 'Approved' and 'Endorsed'.

An email notification will be received indicating that the application has been endorsed for approval.



The email subject is 'Application Endorsed'. The header includes the FPA logo and address: 'Republic of the Philippines FERTILIZER AND PESTICIDE AUTHORITY FPA Building, Bureau of Animal Industry Compound, Visayas Avenue, Diliman, Quezon City ISO 9001:2015 | ISO/IEC 17025:2017 | F01 COMPLIANT'. The body starts with 'Dear Valued Clients,' and states: 'The application number FPA2024ACCREDJJP259 has been endorsed for the review and approval of the Executive Director.' It concludes with 'Thank you, Fertilizer and Pesticide Authority'.

**Status 8: Approved** - Once the FPA Executive Director has conducted the final review and approval of the application.

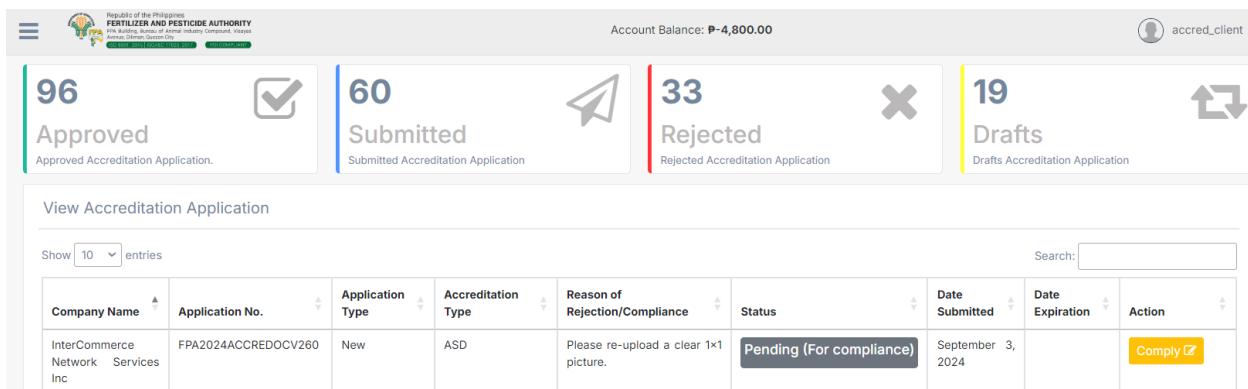


The screenshot shows the FPA Accreditation Application System interface. The summary boxes now show 'Approved' (96), 'Submitted' (60), 'Rejected' (33), and 'Drafts' (19). The table below shows the application for 'InterCommerce Network Services Inc' with status 'Approved'.

An email notification will be received indicating that the application has been Approved.



**Status 9: Pending (For Compliance)** – if the FPA officers request to comply with additional information or documents in your application.

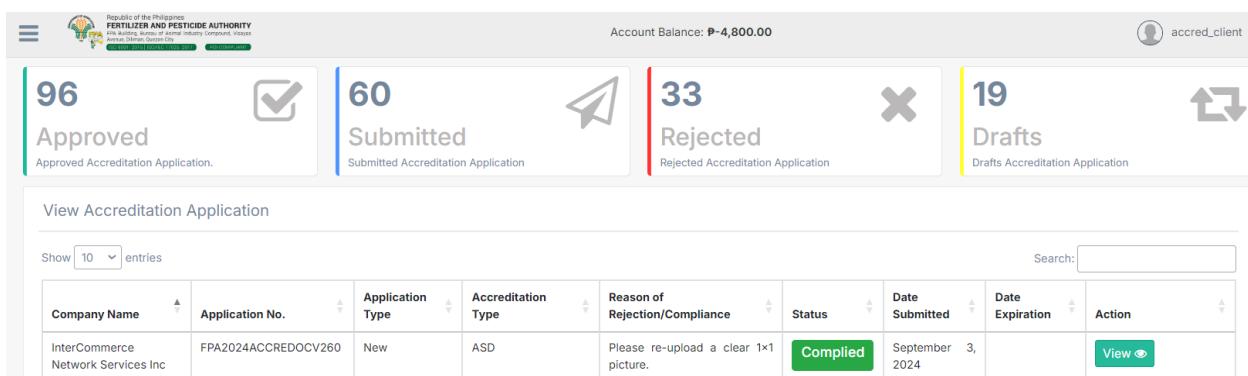


Company Name	Application No.	Application Type	Accreditation Type	Reason of Rejection/Compliance	Status	Date Submitted	Date Expiration	Action
InterCommerce Network Services Inc	FPA2024ACCREDOCV260	New	ASD	Please re-upload a clear 1x1 picture.	Pending (For compliance)	September 3, 2024		<a href="#">Comply</a>

An email notification will be received indicating the information or document to be complied.

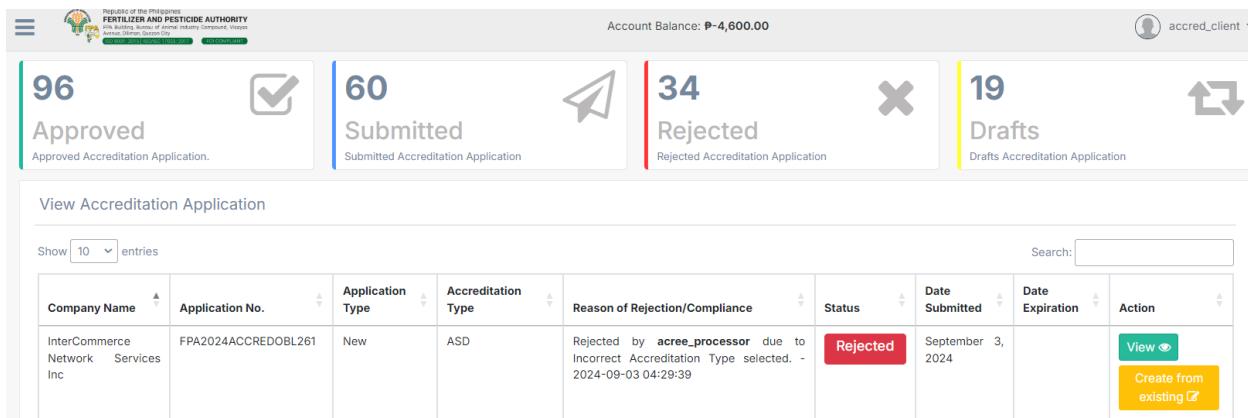


**Status 10: Complied** – if the compliance request has been submitted.



Company Name	Application No.	Application Type	Accreditation Type	Reason of Rejection/Compliance	Status	Date Submitted	Date Expiration	Action
InterCommerce Network Services Inc	FPA2024ACCREDITATIONCV260	New	ASD	Please re-upload a clear 1x1 picture.	Complied	September 3, 2024		<a href="#">View</a>

**Status 11: Rejected** – If your application does not comply with the procedure set by FPA.



Company Name	Application No.	Application Type	Accreditation Type	Reason of Rejection/Compliance	Status	Date Submitted	Date Expiration	Action
InterCommerce Network Services Inc	FPA2024ACCREDOBL261	New	ASD	Rejected by acree_processor due to Incorrect Accreditation Type selected. - 2024-09-03 04:29:39	Rejected	September 3, 2024		<a href="#">View</a> <a href="#">Create from existing</a>

An email notification will be received indicating the reason for rejection.

## Application Rejected



Republic of the Philippines  
**FERTILIZER AND PESTICIDE AUTHORITY**  
 FPA Building, Bureau of Animal Industry Compound, Visayas Avenue, Diliman, Quezon City

ISO 9001: 2015 | ISO/IEC 17025: 2017
FOI COMPLIANT

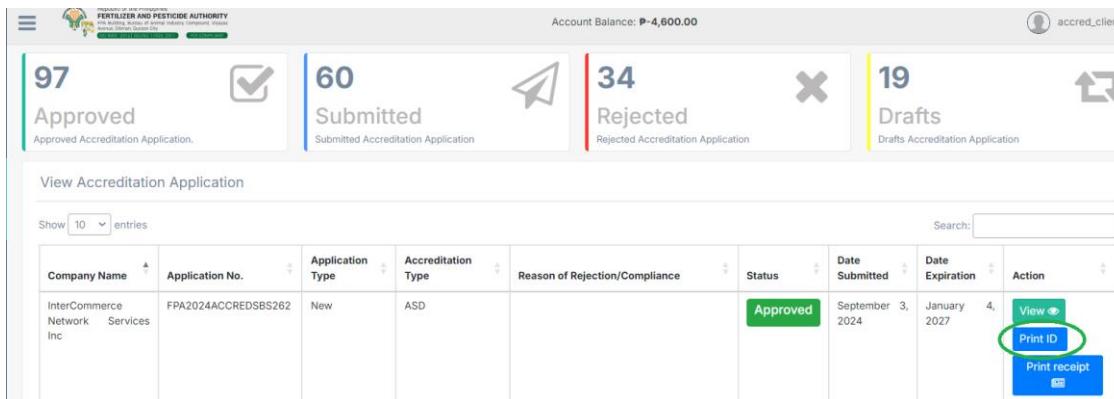
**Dear Valued Clients,**

The application number FPA2024ACCREDOBL261 has been rejected due to Incorrect Accreditation Type selected.. You may now login to your account and create a new application

Thank you,  
 Fertilizer and Pesticide Authority

## Section 5: Printing of the Accreditation Certificate and/or ID

Click the Print Button to view and Print the Accreditation Certificate and/or ID



Sample:



The image shows two documents. On the left is an 'ACCREDITED RESEARCHER CERTIFICATE' for Juan D. Dela cruz, dated February 5th, 2025, valid until December 31st, 2025. It includes details like FPA Control No: FPA-RCert-2025-00120, QR code, and signatures of Glenn D.C. Estrada and Harriette D. Dela cruz. On the right is an 'ACCREDITED SAFETY DISPENSER' card for Harriette D. Dela cruz, dated February 4th, 2025, valid until March 12th, 2025. It includes an ID number (FPA1234557458), contact number (0956-565-6595), and signatures of Glenn D.C. Estrada and Harriette D. Dela cruz.

is an Accredited FPA Researcher with the following details:

Code	:	FPA784596213
Discipline(s)	:	Plant Pathology Plant Nutrition
Validity	:	December 31st, 2025
Issued on	:	February 5th, 2025

**GLENN D.C. ESTRADA**  
Officer-in-Charge, Executive Director

Amount : PHP 100.00  
Date Paid : February 5th, 2025  
Place : R8

FPA Control No:  
FPA-RCert-2025-00120

<https://fpa.da.gov.ph> 

Address: client_24 client_24 client_24 San Vicente San Juan Southern Leyte	
Date Issued: February 4th, 2025	Expiry Date: March 12th, 2025
Contact Number : 0956-565-6595	

### IMPORTANT

*This card is issued for FPA accreditation purposes only and valid unless sooner revoked or suspended for cause.*

*The bearer is not an employee, agent, or representative of the Fertilizer and Pesticide Authority. This card does not grant any privileges or rights associated with employment or affiliation with Fertilizer and Pesticide Authority.*

Signature of Licensee



## InterCommerce Network Services Helpdesk Support

### **Ronalyn G. Palo**

+63 918-902-4269 / +63 917-566-4362  
[rpalo@intercommerce.com.ph](mailto:rpalo@intercommerce.com.ph)

### **Harriette Vienna B. Arao**

+63 917-804-3799  
[harao@intercommerce.com.ph](mailto:harao@intercommerce.com.ph)

### **John Lester S. Manalo**

[jmanalo@intercommerce.com.ph](mailto:jmanalo@intercommerce.com.ph)

### **Helpdesk Support – Client Service Support**

+63 8888-4674 | +63 9175521188 | +63 9989647909  
[helpdesk@intercommerce.com.ph](mailto:helpdesk@intercommerce.com.ph)