



**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**

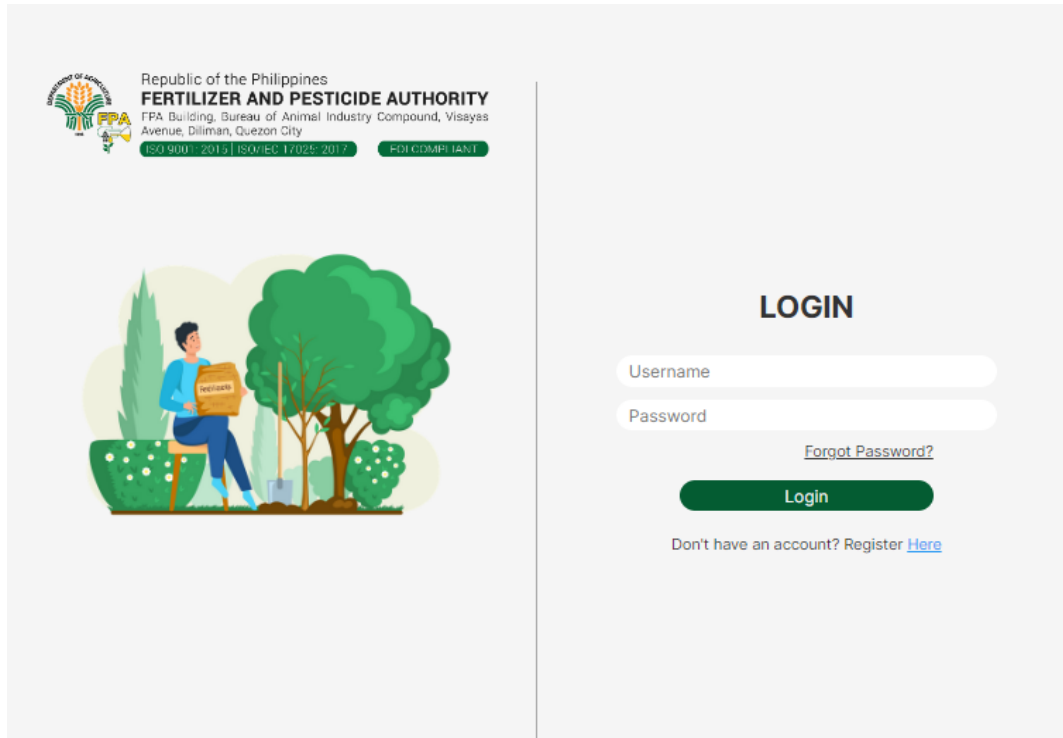
- Computer with stable internet access (1024x768 recommended screen resolution)
- Internet Explorer 5.5 or higher; Mozilla Firefox 2.0 or higher; Google Chrome; Safari
- Flash Player (per browser plug-in)
- Microsoft Excel (Optional for reports)
- Microsoft compatible printer / PDF compatible printer

## Section 2 – Getting Started

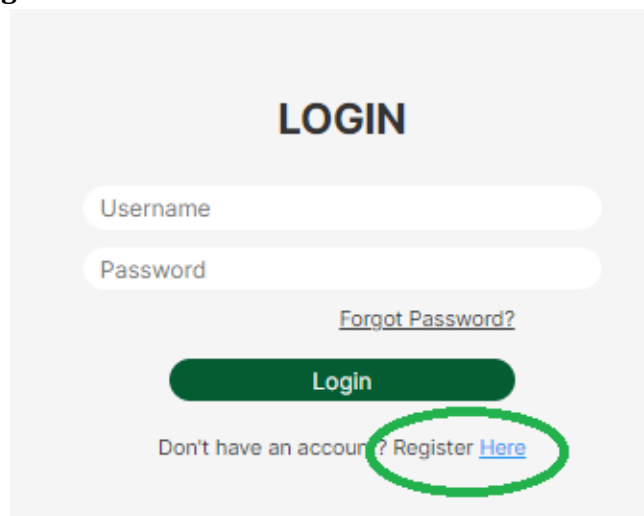
### Online Registration

FPA Trade system account.

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



- b. Select **Register Here**





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

**REGISTRATION**

1 2 3 4

Account Information

Username \*

Password \*

Confirm Password \*

Next

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

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

**REGISTRATION**

1 2 3 4

Organization Information

Group Type

Private  Government

Company Name

TIN

Owner's Name

Contact Person

Contact Person's Designation/Position

Company Mobile Number

Company Authorized Email Address

Alternative Email

Application Type

License  Accreditation Certificate

Back Next



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

**REGISTRATION**

1 — 2 — 3 — 4

Company Information

State / Province \*

Municipality \*

Barangay \*

Subdivision / Village \*

Street Name / Building \*

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

Postal or ZIP \*

Philippines

Back Next

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

**REGISTRATION**

1 — 2 — 3 — 4

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 Companies, attach BIR 2303 and BOC COR. For Individuals, attach BIR TIN and BOC COR.

INS Enrollment Form:  
Choose File No file chosen

Information Services Agreement:  
Choose File No file chosen

BIR 2303 / BIR TIN ID:  
Choose File No file chosen

BOC COR:  
Choose File No file chosen

Back Submit



- g. After submission, a confirmation code will be sent to the company 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**

1 — 2 — 3 — 4

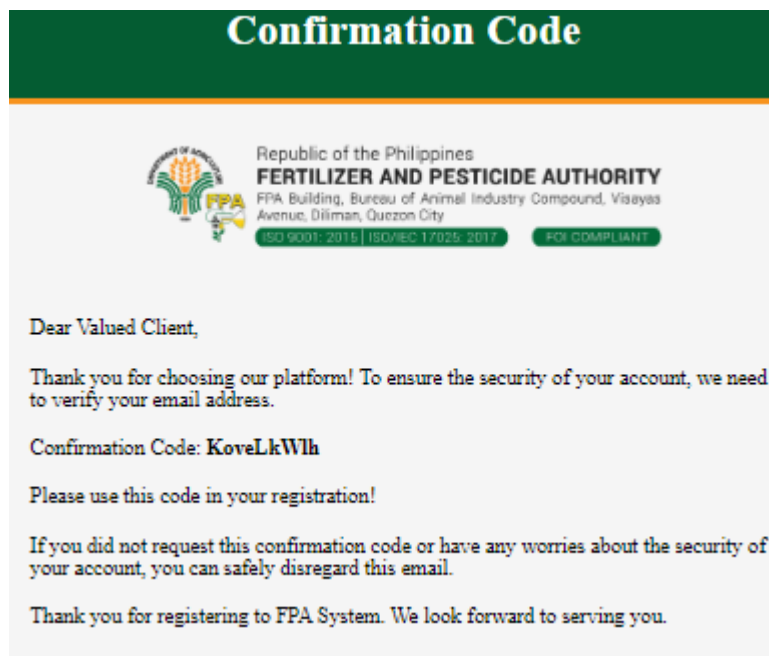
Email Confirmation Code

Please check your email for Confirmation code

Send Again

Confirmation Code

Send





- h. After indicating the confirmation code, the system will send an email notification about the confirmation of the registration.

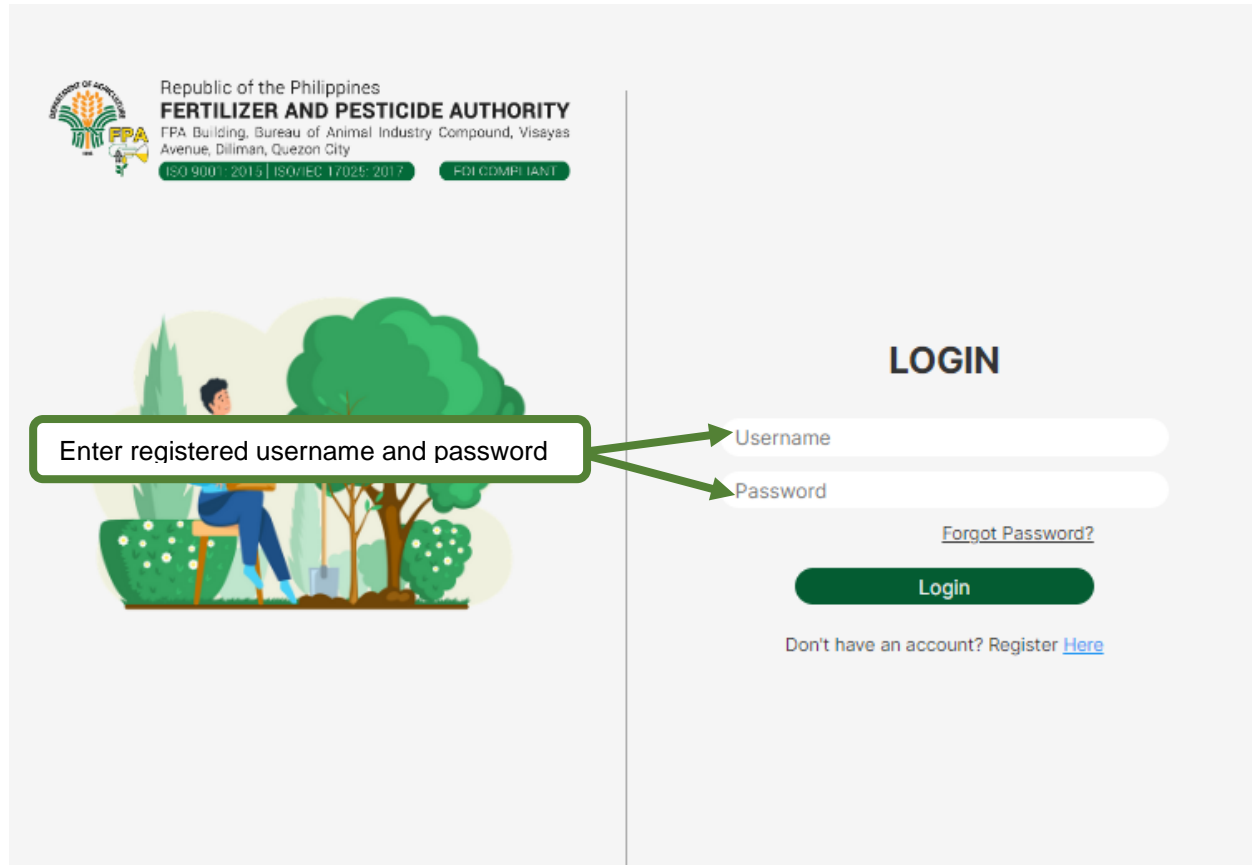


**Note:** After the submission of the registration, an email notification will be sent to the registered email addresses if the account has been activated or rejected. If the account has been rejected, the client should register again and comply with the reason for the rejection.



**Logging in to the FPA Trade System Website:**

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



For security reason, FPA trade system 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 log in procedures.



**FPA Trade System Dashboard:**

The remaining InterCommerce Cash Advance is reflected in this button.

Select **Profile** to view details of the account. You may also update the details of the account through this button.

.Click "**FEES**" to check the schedule of fees for each type of application and transaction.

Select **Create Application** to create new applications.

Select **Submitted Application** to View submitted applications.

Select **View Application** to View all created applications.

Select **Rejected Application** to View rejected applications.

Select **Approved Application** to View approved applications.

Select **Draft Application** to View draft applications.



### 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

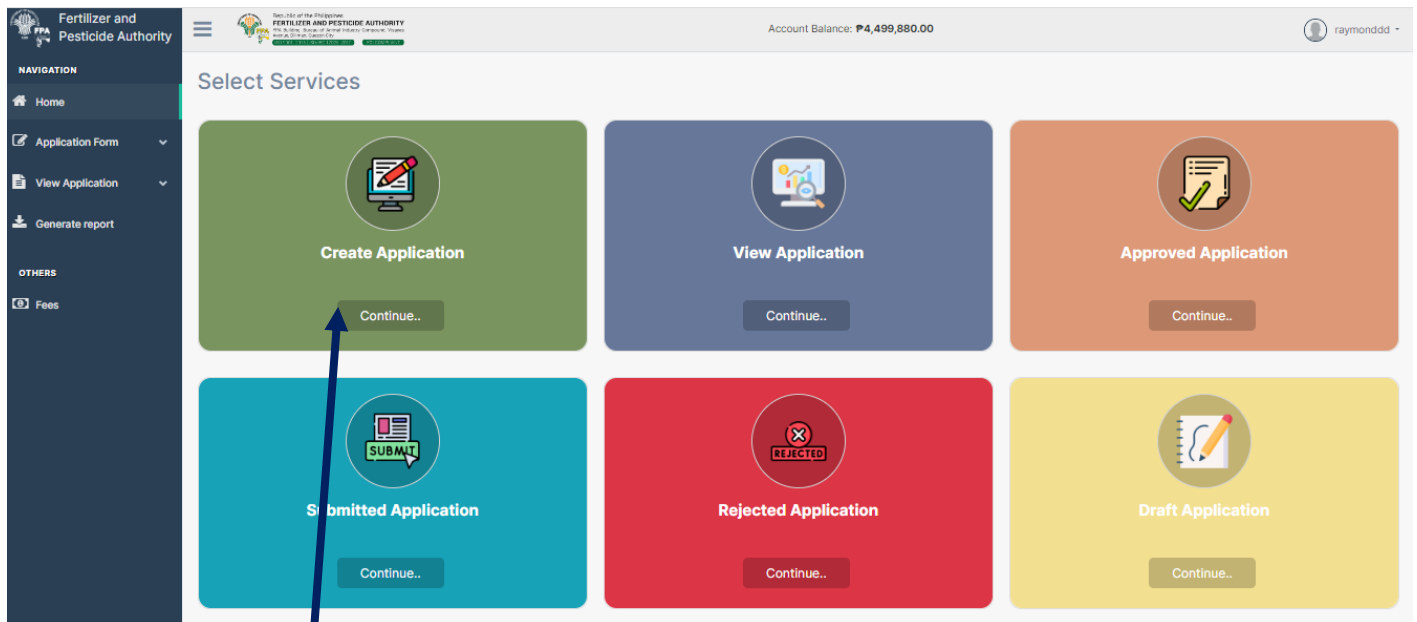
### Password Security

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 the password immediately afterward.
- Always select **NO** when being asked by Windows about saving password options.

## Section 3 - Preparing License Application

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



Click Create Application



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

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

**Manufacturer  
Exporter  
Importer End-User  
Indentor  
Processor  
Bulk Handler**

**National Distributor  
Importer  
Institutional User  
Formulator  
Bulk Blender  
Repacker**

**FERTILIZER AND PESTICIDE AUTHORITY**  
The 20th Street, Pasig City, Metro Manila, Philippines

Account Balance: ₱4,499,880.00

raymonddd

1. Information

2. Attachments

3. Consent to Process and Share Data

**Contact Details**

Business type : \*

Product Application status :

Type of Application : \* + New application Renewal Amendment

Contact Person : \*

Position/Designation : \*

Email Address : \*  Mobile no. : \*

---

**Company Information**

Company Name : \*

Province : \*  City/Municipality : \*

District :  Barangay : \*

House/Block/Lot No : \*  Street : \*

Subdivision/Village :

Type of Ownership : \*

TIN No. : \*  Telephone No. :

Company Email : \*



**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 unless it is "Approved"
3. If it's rejected you can re-apply by "create from existing application (copying the Rejected or expired application in a new form)"

**New – If you are a new Client**

The screenshot shows the '1. Information' tab of the FPA application form. The 'Type of Application' section has three buttons: '+ New application', 'Renewal', and 'Amendment'. The '+ New application' button is circled in green. Below this, the 'Contact Person' field is filled with 'Yver Corpuz' and the 'Position/Designation' field is filled with 'Manager'.

**Renewal – If you are applying for a renewal then indicate the License Number and FPA Control Number previously issued by FPA.**

The screenshot shows the '1. Information' tab of the FPA application form. The 'Type of Application' section has three buttons: '+ New application', 'Renewal', and 'Amendment'. The 'Renewal' button is circled in green. Below this, the 'License No.' and 'FPA Control no.' fields are highlighted with green boxes. The 'Contact Person' field is filled with 'Yver Corpuz'.



**Amendment** – If the application has an approved status and there is an amendment in the details. Indicate the License Number and FPA Control Number.

Republic of the Philippines  
**FERTILIZER AND PESTICIDE AUTHORITY**  
The National Agency of Agricultural Commodities and Services  
Agriculture, Calamba, Quezon City

Account Balance: ₱4,499,880.00

raymond

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

Contact Details

Business type : \*

Product Application status : \*

Type of Application : \*

License No. : \*

FPA Control no. : \*

Contact Person : \*

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

Republic of the Philippines  
**FERTILIZER AND PESTICIDE AUTHORITY**  
The National Agency of Agricultural Commodities and Services  
Agriculture, Calamba, Quezon City

Account Balance: ₱4,499,880.00

raymond

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

Required files for New application License

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

For : Corporation/Partnership – copy of Security & Exchange Commission (SEC) registration and Articles of Incorporation Cooperative – copy of Cooperative Development Authority (CDA) Registration Single Proprietorship – copy of certificate of business name registration with Department of Trade & Industry (DTI)	<input type="text" value="Choose file"/> <input type="button" value="Browse"/>
Notarized copy of Certificate of Capitalization/Paid-up Capital	<input type="text" value="Choose file"/> <input type="button" value="Browse"/>
Photocopy of Distributorship Agreement/Certificate from Mother Company	<input type="text" value="Choose file"/> <input type="button" value="Browse"/>
Recommendation from FPA Regional/Provincial Officer on the area of coverage	<input type="text" value="Choose file"/> <input type="button" value="Browse"/>
Risk Appraisal Checklist for Warehouse/Store (Annex 4.1)	<input type="text" value="Choose file"/> <input type="button" value="Browse"/>
Registration of Fertilizer Warehouse	<input type="text" value="Choose file"/> <input type="button" value="Browse"/>



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

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 indicate 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.

Account Balance: ₱4,499,820.00      raymond

1 Approved   
 1 Submitted   
 0 Rejected   
 0 Drafts

View License Application

Show 10 entries      Search:

Company Name	Application No.	Application Type	Business Type	Status	Date Submitted	Date Expiration	Action
Raymond Corp	FPA2023EJL44	New	Importer	Submitted	November 22, 2023		View





## 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

The screenshot shows the FPA application dashboard. At the top, the account balance is P4,499,820.00 and the user is raymonddd. The dashboard has four status cards: Approved (1), Submitted (1), Rejected (0), and Drafts (0). Below these is a 'View License Application' section with a search bar and a table of applications.

Company Name	Application No.	Application Type	Business Type	Status	Date Submitted	Date Expiration	Action
Raymond Corp	FPA2023EJL44	New	Importer	Submitted	November 22, 2023		View

**Status 2: Endorsed for Order of Payment (OP)** - if the application has been reviewed by FPA Agriculturist I and has issued Bill Form to the Cashier.

The screenshot shows the FPA application dashboard with the status updated to 'Endorsed for OP'. The dashboard layout is identical to the previous screenshot, but the status card for 'Submitted' now shows 0, and the 'Endorsed for OP' status is highlighted in yellow in the table.

Company Name	Application No.	Application Type	Business Type	Status	Date Submitted	Date Expiration	Action
Raymond Corp	FPA2023EJL44	New	Importer	Endorsed for OP	November 22, 2023		View



Aside from monitoring to the account, you will also receive an email notification that application has been **Reviewed**.



**Status 3: Pending payment**- if the application will be reviewed by the Cashier

Account Balance: ₱4,499,820.00

raymond00

1 Approved (Approved License Application)

0 Submitted (Submitted License Application)

0 Rejected (Rejected License Application)

0 Drafts (Drafts License Application)

View License Application

Show 10 entries

Company Name	Application No.	Application Type	Business Type	Status	Date Submitted	Date Expiration	Action
Raymond Corp	FPA2023EJL44	New	Importer	Pending payment	November 22, 2023		View Upload Receipt



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

## Payment Notification

Hello Raymond Laza,

We would like to inform you that your application with the reference number FPA2023EJL44 is ready for payment. Below, you will find the necessary details:

Company Name:	Raymond Corp
Application Number:	FPA2023EJL44
Application Type:	New
Business Type:	Importer
Transaction Type:	License
Previous Expiration Date:	
TIN No.:	091287346589
Amount:	Php 2000

To complete the payment process, kindly proceed to the FPA cashier's office.

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 and application will be sent to Cashier for the confirmation of the Payment.

Republic of the Philippines  
**FERTILIZER AND PESTICIDE AUTHORITY**  
 116, 118 & 120, 11th Floor, 11th Street, Corner Commonwealth Avenue, Quezon City

Account Balance: **₱4,499,820.00**

raymonddd ▾

1

Approved

Approved License Application.

0

Submitted

Submitted License Application

0

Rejected

Rejected License Application

0

Drafts

Drafts License Application

View License Application

Show  entries
Search:

Company Name	Application No.	Application Type	Business Type	Status	Date Submitted	Date Expiration	Action
Raymond Corp	FPA2023EJL44	New	Importer	Processing	November 22, 2023		<a href="#" style="background-color: #28a745; color: white; padding: 2px 5px; border-radius: 3px;">View</a>



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

Company Name	Application No.	Application Type	Business Type	Status	Date Submitted	Date Expiration	Action
Raymond Corp	FPA2023EJL44	New	Importer	For review	November 22, 2023		View

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



**Status 6: For Review** - if the application has been reviewed by Senior Agriculturist and endorsed to Deputy Officer for further review.

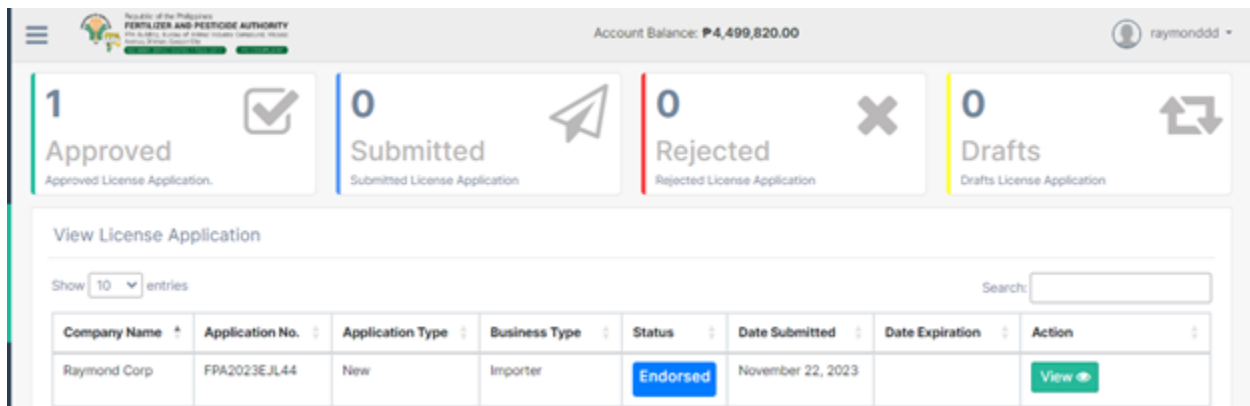
Company Name	Application No.	Application Type	Business Type	Status	Date Submitted	Date Expiration	Action
Raymond Corp	FPA2023EJL44	New	Importer	For review	November 22, 2023		View



An email notification will be received indicating that the application has been reviewed and endorsed for further review.



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



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





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

Company Name	Application No.	Application Type	Business Type	Status	Date Submitted	Date Expiration	Action
Raymond Corp	FPA2023EJL44	New	Importer	Approved	November 22, 2023	November 22, 2024	View Printout

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

**Application Approved**

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 | FCI COMPLIANT

Dear Valued Clients,

The application number FPA2023EJL44 has been approved. You may now login to your account and print the approved License Certificate

Thank you,  
Fertilizer and Pesticide Authority



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

Account Balance: ₱4,499,760.00

raymond

2 Approved  
Approved License Application.

0 Submitted  
Submitted License Application

0 Rejected  
Rejected License Application

0 Drafts  
Drafts License Application

View License Application

Show 10 entries

Company Name	Application No.	Application Type	Business Type	Status	Date Submitted	Date Expiration	Action
Raymond Corp	FPA2023EGR45	New	Indentor	Pending (For compliance)	November 22, 2023		Comply

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



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

Account Balance: ₱4,499,760.00

raymond

2 Approved  
Approved License Application.

0 Submitted  
Submitted License Application

0 Rejected  
Rejected License Application

0 Drafts  
Drafts License Application


View License Application

Show 10 entries

Company Name	Application No.	Application Type	Business Type	Status	Date Submitted	Date Expiration	Action
Raymond Corp	FPA2023EGR45	New	Indentor	Complied	November 22, 2023		View



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


Account Balance: ₱45,225.00
ronaaagga

**0**  
Approved

Approved License Application.

**0**  
Submitted

Submitted License Application

**1**  
Rejected

Rejected License Application

**0**  
Drafts

Drafts License Application

View License Application


Show  entries Search:

Company Name	Application No.	Application Type	Business Type	Reason for Rejection	Status	Date Submitted	Date Expiration	Action
RGP Corporation	FPA2023EJM2	New	National Distributor	Incorrect uploaded Registration of Fertilizer Warehouse	Rejected	December 5, 2023		<a href="#" style="color: green;">View</a> <a href="#" style="background-color: orange; color: white; padding: 2px;">Create from existing</a>

Showing 1 to 1 of 1 entries Previous 1 Next

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
FPA COMPLIANT

Dear Valued Clients,

The application number FPA2023EJM2 has been rejected due to Incorrect uploaded Registration of Fertilizer Warehouse. You may now login to your account and create a new application

Thank you,  
Fertilizer and Pesticide Authority



## Section 5: Printing of License Certificate

Click the Print Button to view and Print the License Certificate.

Account Balance: ₱4,499,760.00    raymonddd

**2**

**Approved**

Approved License Application.

**0**

**Submitted**

Submitted License Application

**0**

**Rejected**

Rejected License Application

**0**

**Drafts**

Drafts License Application

View License Application

Show  entries    Search:

Company Name	Application No.	Application Type	Business Type	Status	Date Submitted	Date Expiration	Action
Raymond Corp	FPA2023EJL44	New	Importer	Approved	November 22, 2023	November 22, 2024	<a href="#">View</a> <a href="#" style="border: 2px solid green; border-radius: 50%; padding: 2px 5px;">Printout</a>

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF AGRICULTURE

**Fertilizer and Pesticide Authority**

*License*

ISSUED BY VIRTUE OF PRESIDENTIAL DECREE NO. 1144

LICENSE NO. LTO12345

FPA CONTROL NO. FPA12345

DATE OF ISSUE: 11/22/2023

Nature of Application NEW

U601, The Pearl Bank Centre, Salcedo Village, Bel-Air, District II, City of Makati, NCR

*This is certify that* Raymond Corp *of* \_\_\_\_\_

*is licensed to operate as* IMPORTER

*of* FERTILIZERS

*with all the rights, privileges, and responsibilities thereto appertaining.*

*This license is issued in accordance with the provisions of Presidential Decree No. 1144, and shall expire on the* 22nd *day of* NOVEMBER *year* 2024 *unless sooner cancelled, revoked or suspended.*

Paid under O.R. Number: REF6ERD9F9B9E

Dated: 2023-11-22 11:32:19

Amount Paid: ₱2,000.00

**(DISPLAY PROMINENTLY)**

*Just Signature*

**JULIETA B. LANSANGAN**

Executive Director III

Management System  
955 3609 2816



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InterCommerce Network Services Helpdesk Support

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