

e-Process Export USER MANUAL

Effective April 1, 2021

1. Choose how many BLs you will submit.

Bill of Lading *

Multiple BL

Single BL

1.1 For Single BL, input the BL No. without prefix "ONEY"

Single BL Section

BL Number *

*Input the BL number. Do not include the prefix "ONEY".

Your answer _____

1.2 Select desired BL Type

BL Type for Single BL *

OBL "Original Bill of Lading"

SWB "SeaWay Bill"

BL Surrender (\$20)

2. For Multiple BL, input the BL Nos. without the prefix “ONEY” and include BL Type in the end of each BL Nos.

Multiple BL Section

Please enter BL Number with BL Type *

Example: MNL12345679 (OBL) ; MNL987654321 (WB); MNL112233440 (OBLSurrender\$20)

MNLB123456700 (OBL)
MNLA123456700 (SWB)
MNLV123456703 (OBL SURRENDER)

3. Enter the email address to receive the BL copies/notification

Sender's Section

Sender's Email Address *

Sender's Email Address / Ilagay ang iyong Email Address


Your answer

4. Enter your Complete Name

Sender's Name *

Please indicate complete Contact Name / ilagay ang iyong kumpletong pangalan

Your answer

 This is a required question

5. Enter your contact number

Sender's Contact Number *

Please indicate Sender's Contact Number / ilagay ang iyong contact number

Your answer

6. Enter Shipper's Name

Shipper's Name *

Please indicate complete Shipper's Name / Mangyaring ipahiwatig ang kumpletong Pangalan ng Shipper

Your answer _____

7. Attach deposit slip payment (Mandatory).

Please attach Deposit Slip. / Paki attach ang deposit slip *

[Add file](#)

8. Attach BIR 2307 (if available)

Please attach if BIR Form 2307 / Paki attach ang BIR Form 2307

*if any / kung mayroon man

[Add file](#)

9. Enter Company Name and Contact Person who will receive the BIR Official Receipts

Official Receipt Section

Please fill up completely and accurately / Mangyaring punan nang kumpleto at tumpak

Company Name and Contact Person to receive the BIR Official Receipts *

Example: ABC COMPANY (Attention: Juan dela Cruz) or ABC COMPANY (Attention: Export Department)

Your answer _____

10. Enter email address to received notification for the delivery of BIR Official Receipts.

Notify Email Address *

*Please input the email address that you want us to notify. Please ensure the correct email format to avoid an error. If multiple email addresses, please separate it with a semicolon (;). / Mangyaring ilagay maglagay ang email address ng taong ma notify. Pakitiyak ang tamang format ng email upang maiwasan ang error. Kung maraming email addresses, mangyaring maglagay ng semicolon (;).

email 1; email 2; email 3


11. Enter the complete address of the Recipient of BIR Official Receipts.

NOTE : Ensure to provide the correct and complete address on where the ORs will be delivered. ONEPH will send the ORs through courier.

Postal Address and of the Recipient of BIR Official Receipts / ilagay ang mailing address kung saan ipapadala ang BIR Official Receipts *

Example: 11F Aseana One Bldg, Bradco Ave, Paranaque City Philippines 1701

Your answer

 This is a required question

12. Enter the contact number of the Recipients of BIR Official Receipts.

Telephone No. of the recipient of the BIR Official Receipts / ilagay ang number ng telepono ng tatanggap ng BIR Official Receipts *

Example: (02) 8 525 6557

Your answer

13. Your deposit slip will be verified by our Finance team.

14. Request for Waybill will be sent thru email by ONE PH Export Documentation team once clearance has been given by our Finance team.