

USER MANUAL
e-OFFICIAL RECEIPT REQUEST FORM
Effective September 15, 2021

e-Official Receipt Request Form

This Form shall only accept request Effective September 15, 2021

REMINDERS:

1. All successful requests submitted are automatically queued in the Monitoring / Logsheet of ONEPH.
2. Request will be automatically queued and processed in a First IN First OUT manner.
3. Same as normal operations, we would be implementing a cut-off receiving time of 4:00PM from Monday to Friday (Strictly No Submission on Weekends and Holidays).
4. Any request after the 4PM cut-off would be treated as request for the following working day (if any).
5. Sender will be contacted/notified thru email address provided once request is ready or if there is any problem
6. User may only resubmit request IF and ONLY IF the initial submitted was incorrect/incomplete.
7. Please ensure to submit CORRECT/COMPLETE Information and avoid MULTIPLE/DUPLICATE requests submission to prevent delays in our side.

Thank you!

OCEAN NETWORK EXPRESS PHILIPPINES INC.

1. Enter your email address

Email *

Your email

2. Please select Type of Request

Type of Request *

- PDF Copy (ONE System Generated)
- Original Copy (BIR Official Receipt)

3. Please select transaction and click "Next" button

Please select transaction *

- Single Receipt
- Multiple Receipts

Next

Clear form

4. IF THE REQUEST IS SINGLE RECEIPT

4.1 Enter BL number

Single Receipt

Enter BL number *

Enter Master BL Number (12 characters) without the prefix "ONEY"

Your answer

4.2 Enter Amount

Amount *

Enter Amount For Single Receipt with Single BL / Para sa isang OR

Short answer text

5. IF THE REQUEST IS MULTIPLE RECEIPTS

5.1 Please attach / upload one (1) EXCEL file only

5.2 Click "Next"

Multiple Receipts

Various List of BL Number in Excel format *

Please upload one (1) EXCEL file only / Madamihang Official Receipts

| | A | B | C | D | E | F |
|----|-----------|--|-----|--------|-----------|---------|
| 1 | | | | | | |
| 2 | | | | AMOUNT | | |
| 3 | BL NUMBER | CONSIGNEE'S NAME (Import) / SHIPPER'S NAME (Export) | THC | CONDEP | DEM / DET | STORAGE |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| 15 | | | | | | |
| 16 | | | | | | |
| 17 | | | | | | TOTAL |

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6. Please enter Company Details

6.1 Enter Email Address to Notify

Company Details

Email Address to Notify *

Your answer _____

6.2 Enter Company Name

Company Name *

Kung anong pangalan ng kumpanya na padadalhan ng Official Receipt.

Your answer _____

6.3 Enter Delivery Address

Delivery Address *

Kung ano ang address ng kumpanya na padadalhan ng Official Receipt.

Your answer

6.4 Enter Contact Number / Cellphone Number

6.5 Click "Submit"

Contact Number / Cellphone Number *

Example: (02) 8 XXX XXXX / (63) 91X XXX XX XX

Your answer

A copy of your responses will be emailed to the address you provided.

Back

Submit

Clear form

After successful submission, user will be prompted with below:

e-Official Receipt Request Form

Dear Valued Customer,

Your request has been received and queued for processing.

To avoid any delay, please ensure to submit correct and complete documents at all times.

Thank you!

OCEAN NETWORK EXPRESS PHILIPPINES INC.