

Online Payment System

Manual Encoding of Bill of Lading and TIN by Consignee / Shipper

Applicable for:

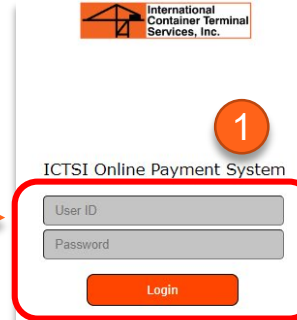
- 1. Containers transfer to DEA**
- 2. Domestic Import/Inbound**
- 3. Export PEZA containers**

Online Payment System

Payment User Guide - Import Transaction

Payment User Guide – Import Transaction

1. Go to the Online Payment System website and enter your login credentials (<https://ops.ictsi.com>)



ICTSI Online Payment System

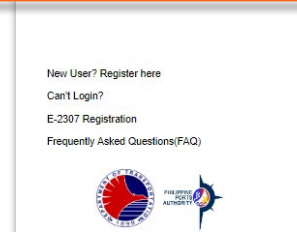
1

User ID

Password

Login

2. From the landing page, go the **Service Inquiry** menu



New User? Register here

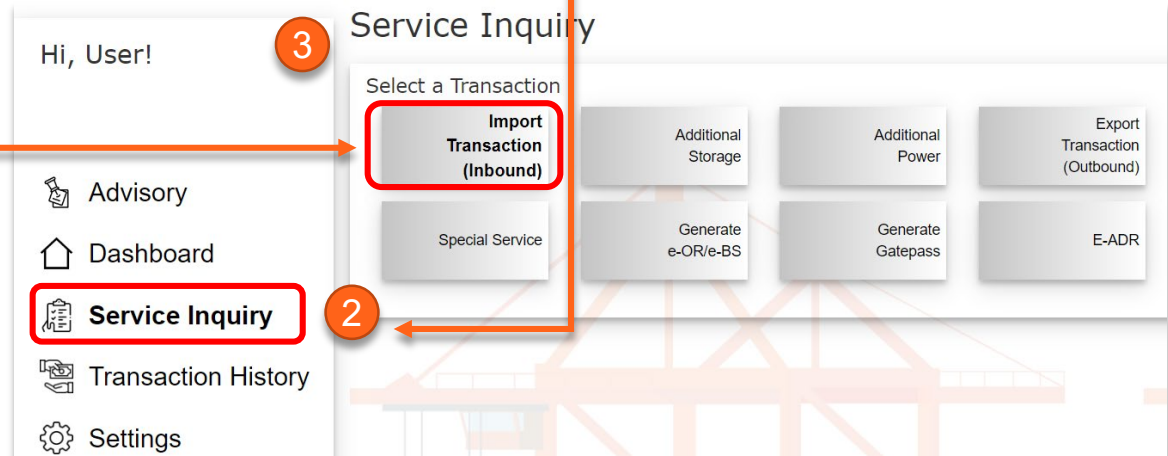
Can't Login?

E-2307 Registration

Frequently Asked Questions(FAQ)



3. Select “**Import Transaction (Inbound)**” from the available options



Hi, User!

3

Service Inquiry

Select a Transaction

Import Transaction (Inbound)

Additional Storage

Additional Power

Export Transaction (Outbound)

Special Service

Generate e-OR/e-BS

Generate Gatepass

E-ADR

2

Advisory

Dashboard

Service Inquiry

Transaction History

Settings

Payment User Guide – Import Transaction

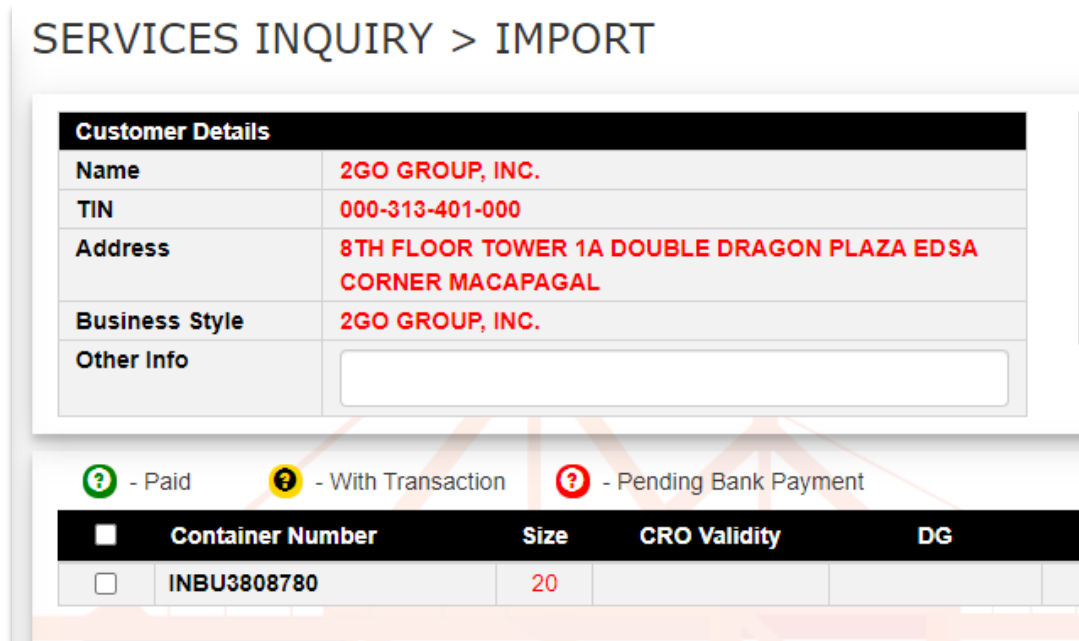
4. On the **Import Inquiry** window, enter the following parameter/s then click **Search**:

- Bill of Lading No.
- Visit No.



The screenshot shows the 'Import Inquiry' window. It has two input fields: 'Bill of Lading No.' and 'Visit No.'. Below these fields are two buttons: 'CLEAR' and 'SEARCH'. An orange arrow points from the 'Search' button in the instructions to the 'SEARCH' button in the window. A small orange circle with the number '4' is next to the 'SEARCH' button.

5. System will display the customer and container details.



The screenshot shows the 'SERVICES INQUIRY > IMPORT' window. It displays customer details for '2GO GROUP, INC.' and a table of container details.

Customer Details				
Name	2GO GROUP, INC.			
TIN	000-313-401-000			
Address	8TH FLOOR TOWER 1A DOUBLE DRAGON PLAZA ED SA CORNER MACAPAGAL			
Business Style	2GO GROUP, INC.			
Other Info				

Legend:  - Paid  - With Transaction  - Pending Bank Payment

	Container Number	Size	CRO Validity	DG
☐	INBU3808780	20		

Payment User Guide – Import Transaction

6. Select **container/s** to process from the list displayed.

Kindly note that you can only select 50 containers per transaction

Containers status:

-  **Red container/s**: Pending bank payment
-  **Green container/s**: Paid
-  **Yellow container/s**: With transaction. Waiting time to transact again is 5 minutes.

SERVICES INQUIRY > IMPORT

Customer Details

Name	2GO GROUP, INC.
TIN	000-313-401-000
Address	8TH FLOOR TOWER 1A DOUBLE DRAGON PLAZA EDSA CORNER MACAPAGAL
Business Style	2GO GROUP, INC.
Other Info	

 - Paid  - With Transaction  - Pending Bank Payment

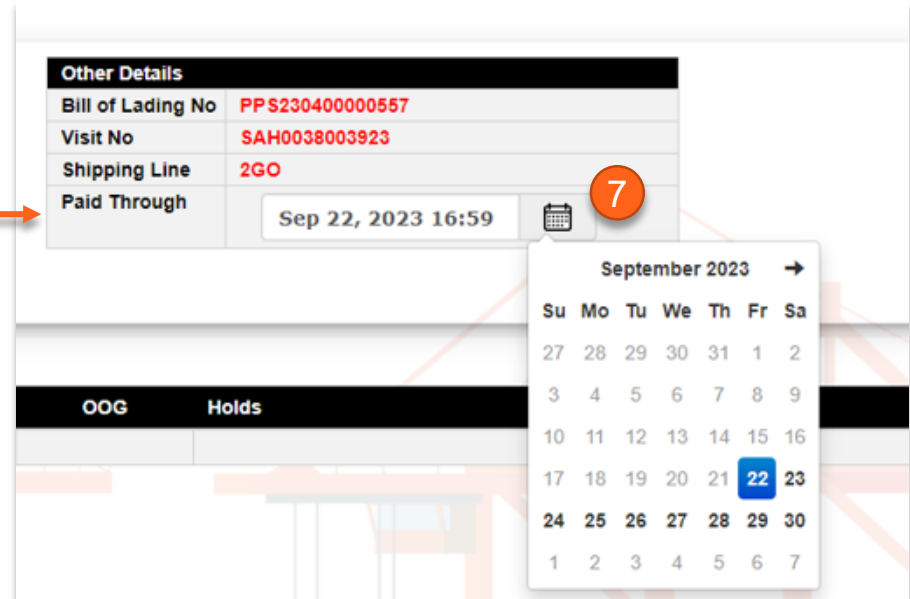
☒	Container Number	Size	CRO Validity	DG
☒	INBU3808780	20		

 - Paid  - With Transaction  - Pending Bank Payment

☐	Container Number	Size	CRO Validity
☐	TCKU7416304 	45	Nov 30, 2022
☒	MRSU6555255 	45	Nov 30, 2022
☐	CIPU5190493 	40	Nov 30, 2022
☐	MSKU0363070 	40	Nov 30, 2022
☐	MRSU6347544 	40	Nov 30, 2022
☐	MCRU2016062 	20	Nov 30, 2022
☐	MRKU6885296 	20	Nov 30, 2022
☐	TEMU1366453 	20	Nov 30, 2022

Payment User Guide – Import Transaction

7. Select your intended **Paid Through Date and Time**. (Please proceed to Date and Time picker section for more details)
8. Click on “**View Charges**” button to proceed with the summary of charges for the selected container/s.
9. Page will display a Summary of Charges page for the selected container/s. Click “**Proceed to Checkout**” to proceed with payment or “**Save and Exit**” to save the transaction.



Other Details

Bill of Lading No	PPS23040000557
Visit No	SAH0038003923
Shipping Line	2GO
Paid Through	Sep 22, 2023 16:59

September 2023 →

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

OOG Holds

SERVICES INQUIRY > IMPORT > VIEW CHARGES

Customer Details		Other Details	
Name	2GO GROUP, INC.	Bill of Lading No	PPS23040000531
TIN	000-313-401-000	Visit No	SAH0038003923
Address	8TH FLOOR TOWER 1A DOUBLE DRAGON PLAZA EDSA CORNER MACAPAGAL	Shipping Line	2GO
Business Style	2GO GROUP, INC.	Paid Thru Day	Sep 22, 2023 17:15
Other Info			

Container Number	Size	Arrastre Amount	HCCA Amount	Storage Amount	Reefer Amount	Weighing Amount	Other Charge Amount	Total Amount
WFHU1081080	20	0.00	0.00	171.48	0.00	0.00	0.00	171.48

TOTAL CHARGES(VAT-INC) 192.06

Save and Exit Proceed to Checkout



Payment User Guide – Import Transaction

10. On the **Pay Charges** page, tick preferred mode of payment:

- **Online Banking** - Select your partner bank in the drop-down list. Once selected, page will be automatically be redirected to the bank's portal. Please make sure you have requested the linking of OPS account to your online bank account with your bank partner.
- **Advance Deposit Receipt** - Enter the required ADR details in the fields provided. Click on search icon to validate the remaining balance of your deposit. You may add another ADR if current balance is insufficient to cover the amount due. Kindly note that you can only use eight(8) EADRs per transaction.

Please refer to [Modes of Payment Guide](#) for more details

MODE OF PAYMENT	
☒	ONLINE BANKING
☐	ADVANCE DEPOSIT RECEIPT

ONLINE BANKING

 BDO 

BDO

UnionBank - UB Online

UnionBank - Business Banking(The Portal)

ADVANCE DEPOSIT RECEIPT

EAR Number: 

(max of 8 entries)

EAR	ADR Number	Balance	Action
			

Payment User Guide – Import Transaction

11. Review summary of charges, then click “**Proceed to Payment**” button. To proceed, click “**Confirm**”
12. After the transaction, page will display status of the payment. The electronic receipt (e-OR) will be available for download after successful system validation of the payment transaction.

Payment Successful!



Your transaction is now complete.
Official Receipt is now available for download!

Create a new transaction

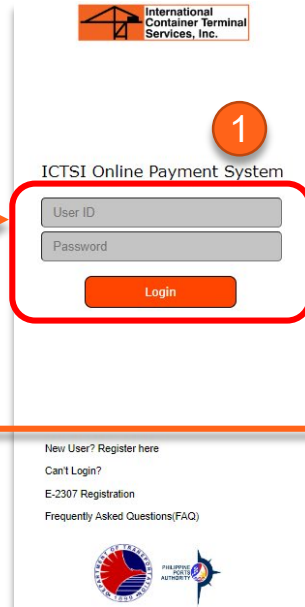
Download e-OR

Online Payment System

Payment User Guide - Export Transaction

Payment User Guide – Export Transaction

1. Go to the Online Payment System website and enter your login credentials (<https://ops.ictsi.com>)



International Container Terminal Services, Inc.

1

ICTSI Online Payment System

User ID

Password

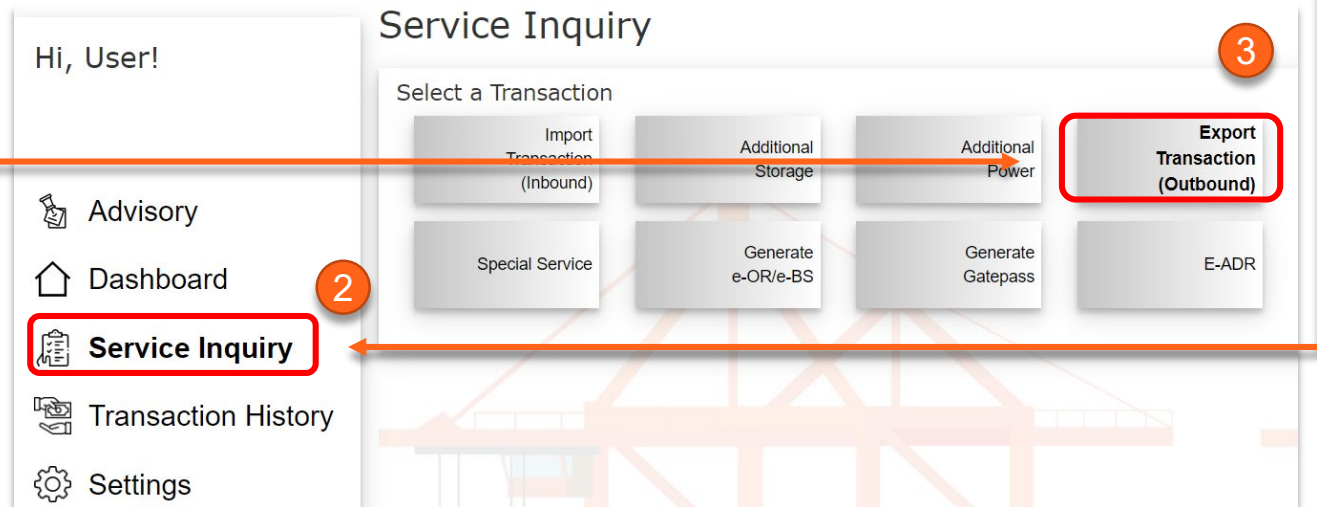
Login

New User? Register here
Can't Login?
E-3307 Registration
Frequently Asked Questions(FAQ)



2. From the landing page, go the **Service Inquiry** menu

3. Select **“Export Transaction (Outbound)”** from the available options



Hi, User!

Service Inquiry

3

Select a Transaction

Import Transaction (Inbound)	Additional Storage	Additional Power	Export Transaction (Outbound)
Special Service	Generate e-OR/e-BS	Generate Gatepass	E-ADR

2

- Advisory
- Dashboard
- Service Inquiry**
- Transaction History
- Settings

Payment User Guide – Export Transaction

4. On the **Export Inquiry** window, enter the following parameter/s then click **Search**:

- Booking Number



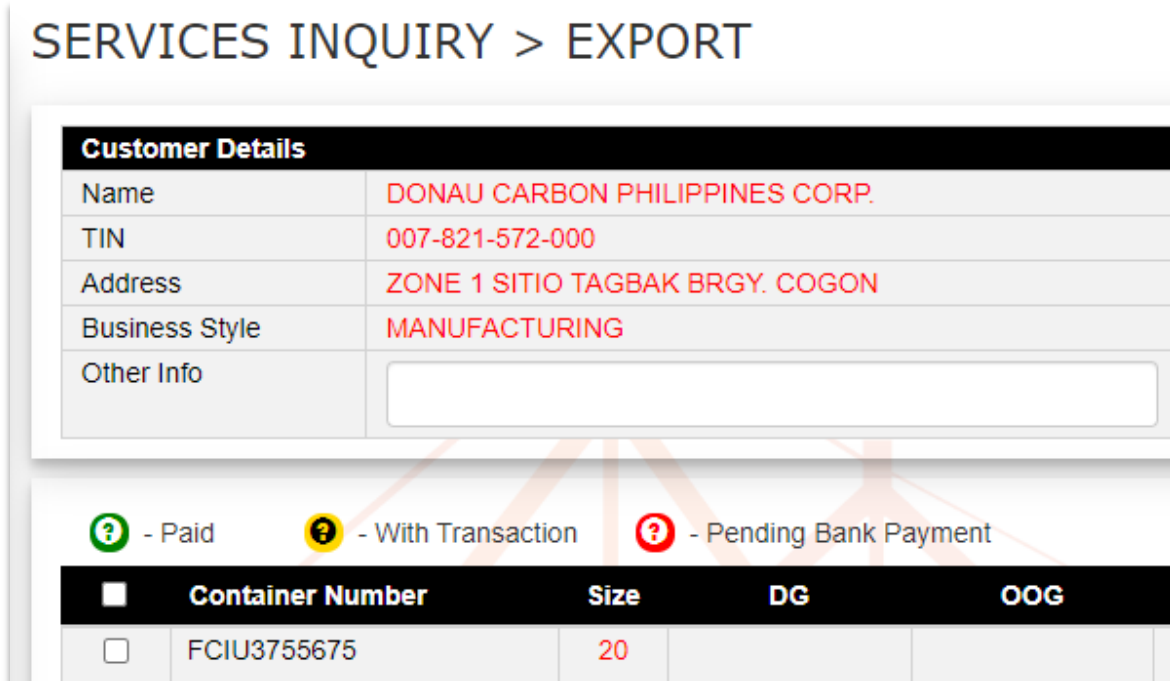
Export Inquiry

Booking Number

4

An orange arrow points from the 'Booking Number' text in the instructions to the input field.

5. System will display the customer and container details.



SERVICES INQUIRY > EXPORT

Customer Details	
Name	DONAU CARBON PHILIPPINES CORP.
TIN	007-821-572-000
Address	ZONE 1 SITIO TAGBAK BRGY. COGON
Business Style	MANUFACTURING
Other Info	

? - Paid ? - With Transaction ? - Pending Bank Payment

☐	Container Number	Size	DG	OOG
☐	FCIU3755675	20		

Payment User Guide – Export Transaction

6. Select **container/s** to process from the list displayed.

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Containers status:

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SERVICES INQUIRY > EXPORT

Customer Details

Name	DONAU CARBON PHILIPPINES CORP.
TIN	007-821-572-000
Address	ZONE 1 SITIO TAGBAK BRGY. COGON
Business Style	MANUFACTURING
Other Info	

 - Paid  - With Transaction  - Pending Bank Payment

☒	Container Number	Size	DG	OOG
☒	FCIU3755675	20		

 - Paid  - With Transaction  - Pending Bank Payment

☐	Container Number	Size	CRO Validity
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	MRKU6885296 	20	Nov 30, 2022
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Payment User Guide – Export Transaction

7. Click on “**View Charges**” button to proceed with the summary of charges for the selected container/s.
8. Page will display a Summary of Charges page for the selected container/s. Click “**Proceed to Checkout**” to proceed with payment or “**Save and Exit**” to save the transaction.

SERVICES INQUIRY > EXPORT > VIEW CHARGES

Customer Details	
Name	GOTHONG SOUTHERN SUPPLY CHAIN
TIN	431-697-862-001
Address	2F PORT CENTRE VITAS INDUSTRIAL ESTATE PIER 18 BRGY 105 ZONE
Business Style	GOTHONG SOUTHERN SUPPLY CHAIN
Other Info	

Other Details	
Booking Number	BLMNL301226
Visit No	GSSEXP1EXP221
Shipping Line	GSS

Container Number	Size	Arrastre Amount	HCCA Amount	Storage Amount	Reefer Amount	Weighing Amount	Other Charge Amount	Total Amount
WFHU1341145	20	1,332.50	0.00	0.00	0.00	71.43	1,417.00	2,820.93

TOTAL CHARGES(VAT-INC) 3,159.44

Save and Exit

Proceed to
Checkout

7

Payment User Guide – Export Transaction

9. On the **Pay Charges** page, tick preferred mode of payment:

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☐	ADVANCE DEPOSIT RECEIPT

ONLINE BANKING

 BDO 

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UnionBank - UB Online
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ADVANCE DEPOSIT RECEIPT

EAR Number:

EAR Number*



(max of 8 entries)

EAR	ADR Number	Balance	Action
			

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