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

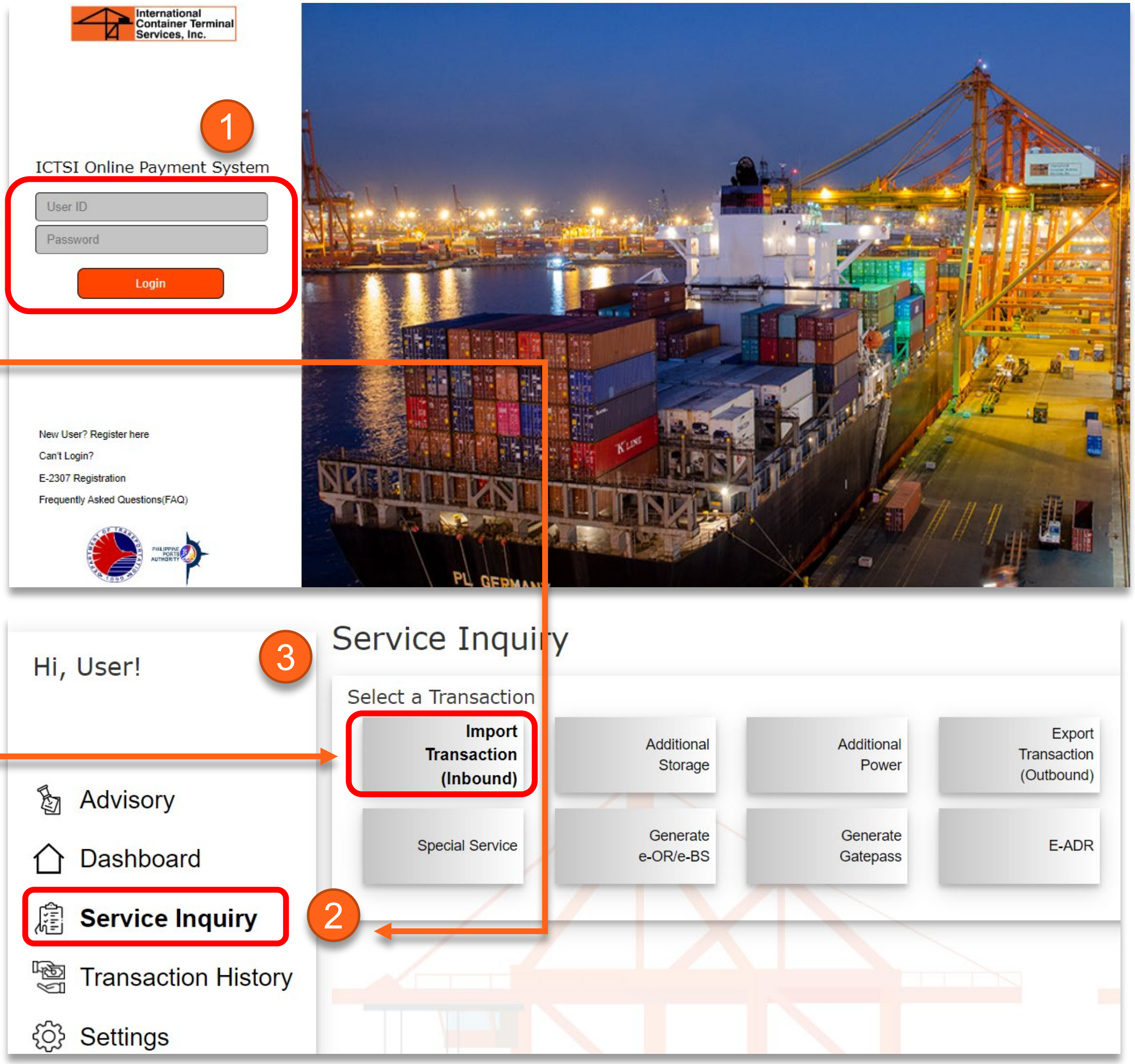
Payment User Guide - Import Transaction

Payment User Guide – Import Transaction

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

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

3. Select "Import Transaction (Inbound)" from the available options

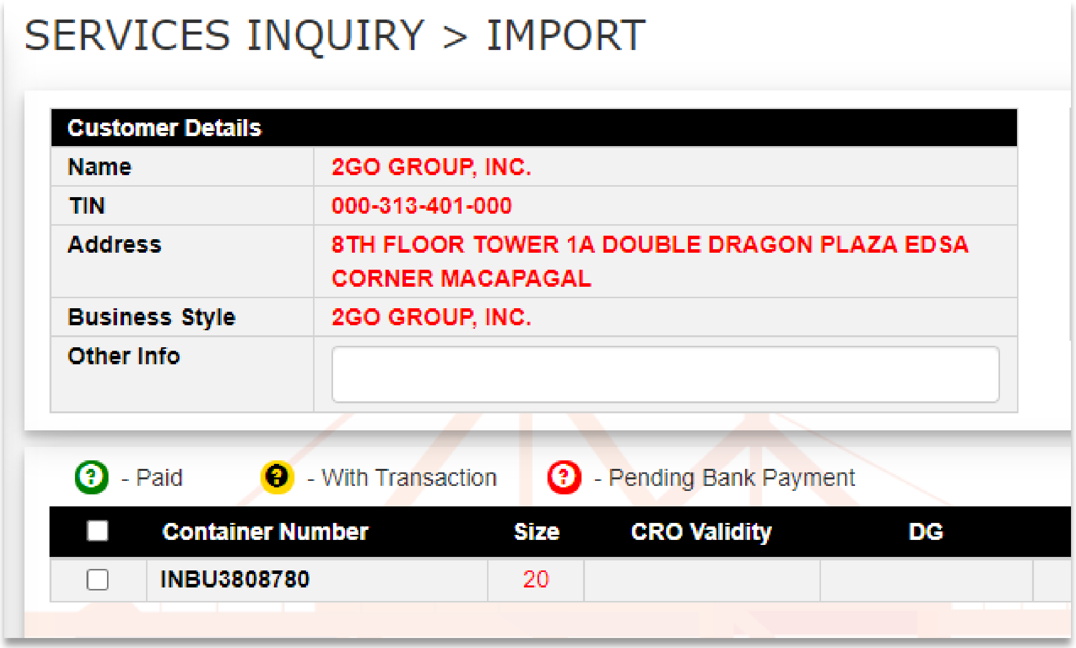


Payment User Guide – Import Transaction

International Container Terminal Services, Inc.
NORTHPORT
MINDANAO CONTAINER TERMINAL
An ICTSI Group Company

4. **On the Import Inquiry window, enter the following parameter/s then click Search:**
   - Bill of Lading No.
   - Visit No.

5. **System will display the customer and container details.**



Payment User Guide – Import Transaction

International Container Terminal Services, Inc.
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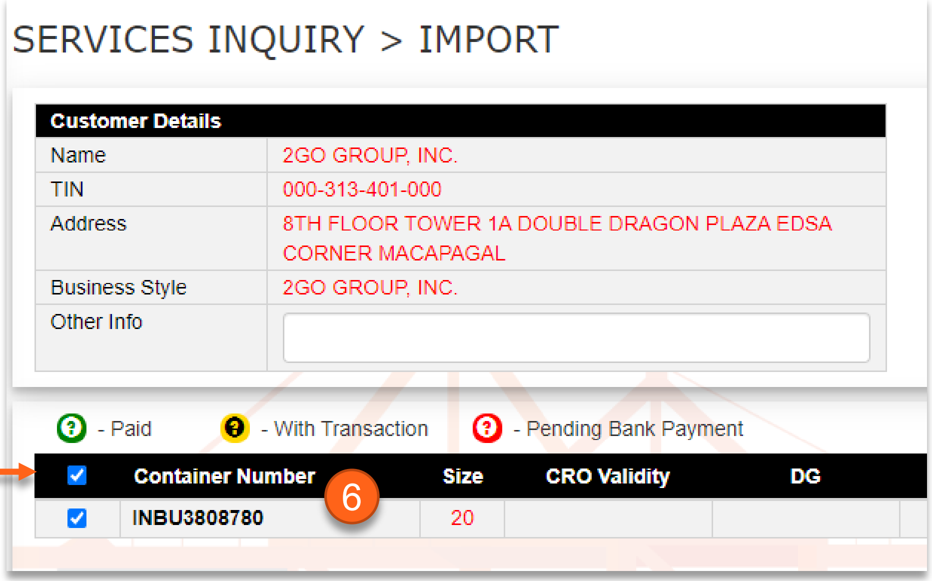
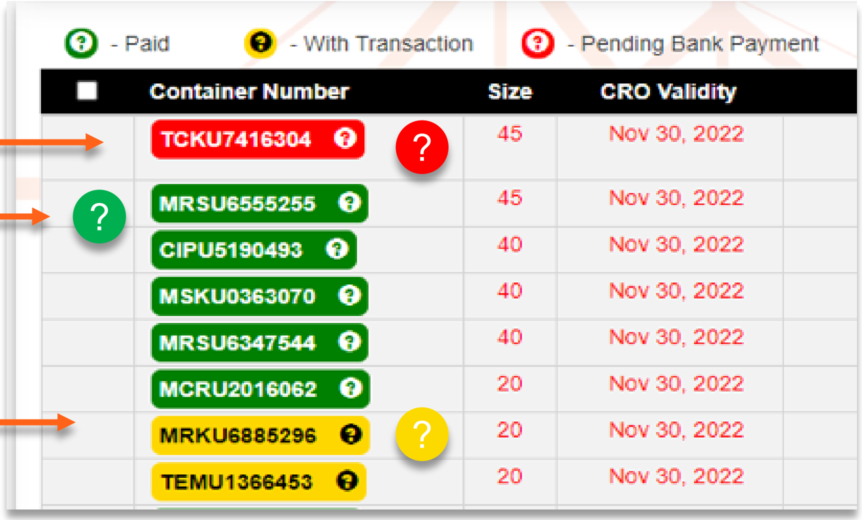
6. **Select container/s to process from the list displayed.**
   Kindly note that you can only select 50 containers per transaction

   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.



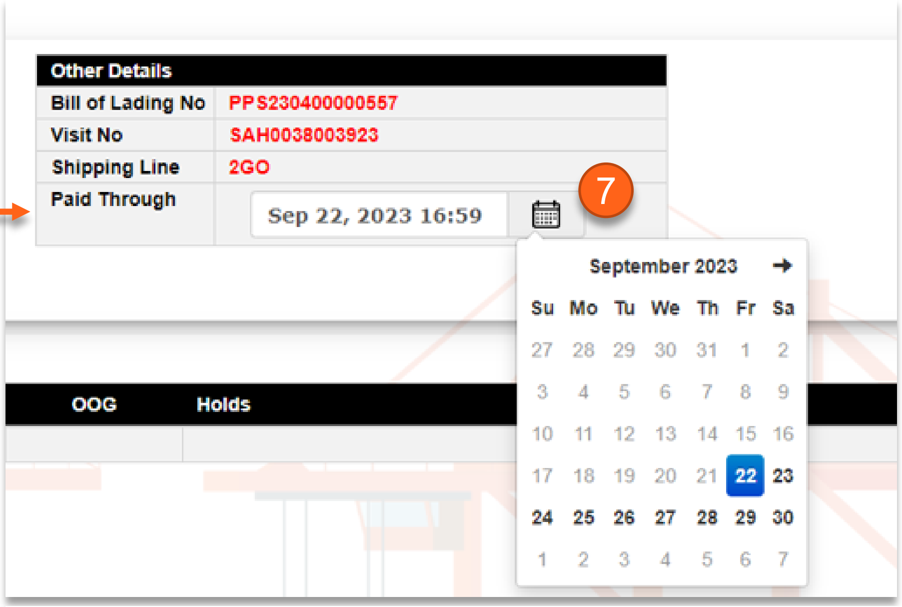


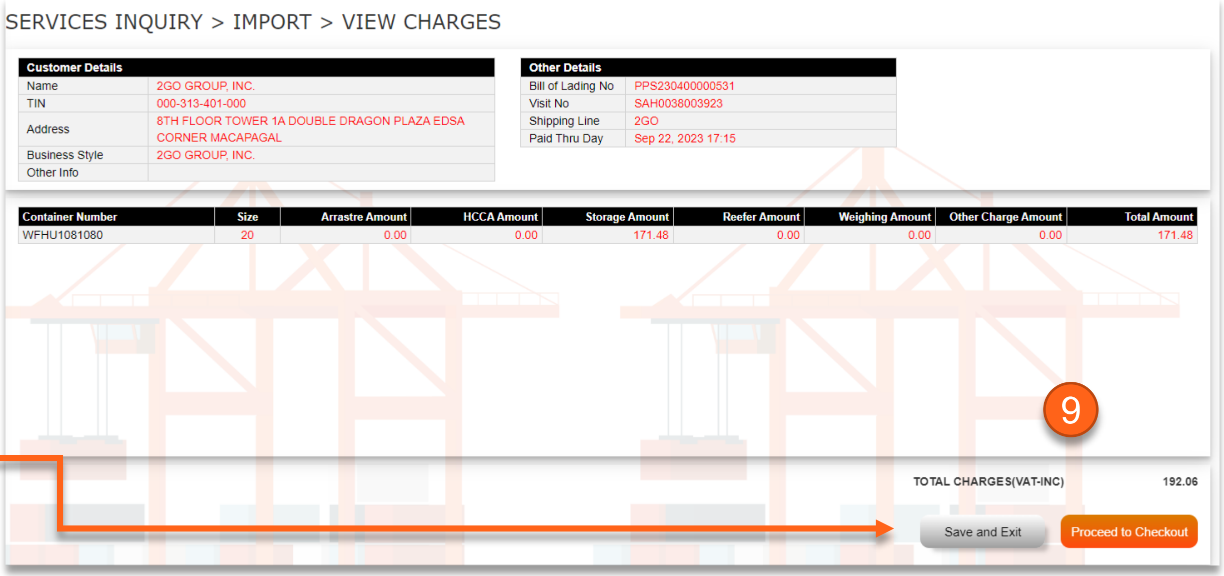
Payment User Guide – Import Transaction

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.



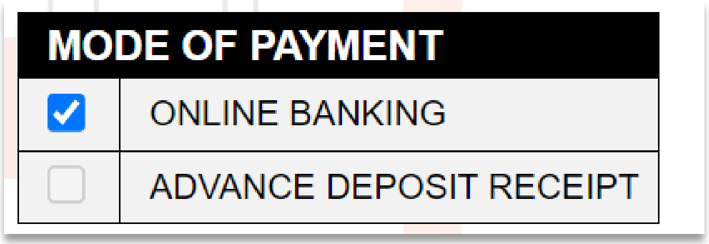


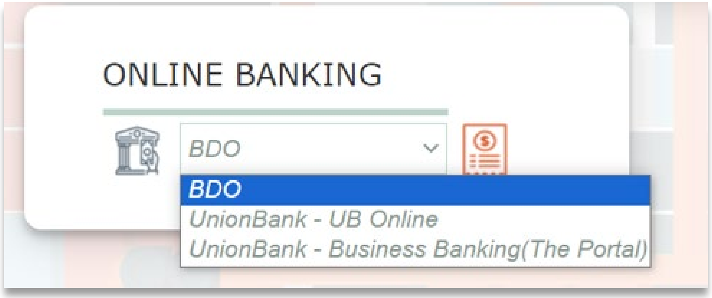
Payment User Guide – Import Transaction

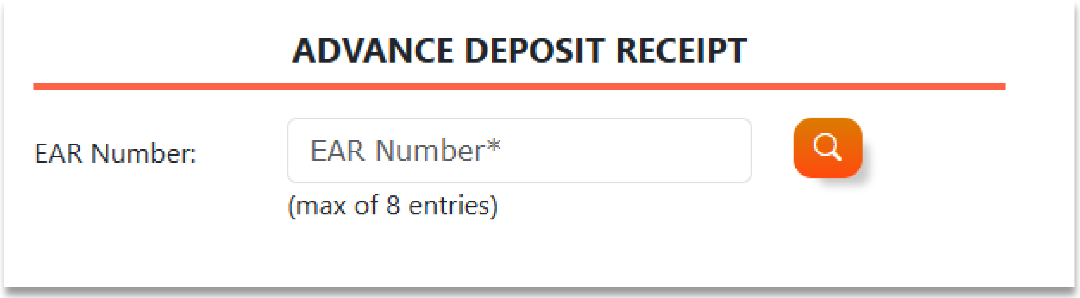
10. On the Pay Charges page, tick preferred mode of payment:

- **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*



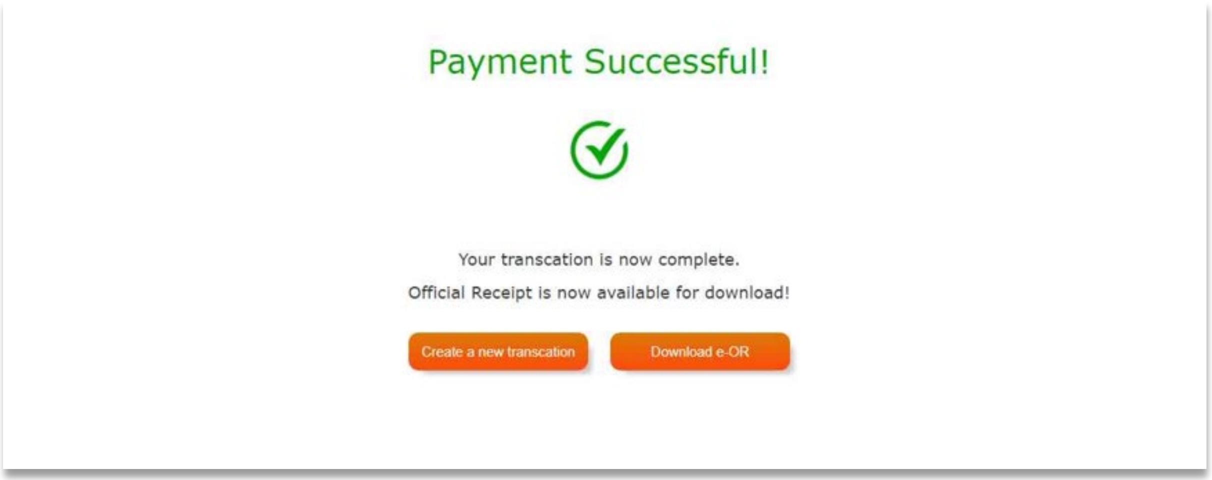




Payment User Guide – Import Transaction

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.



Online Payment System

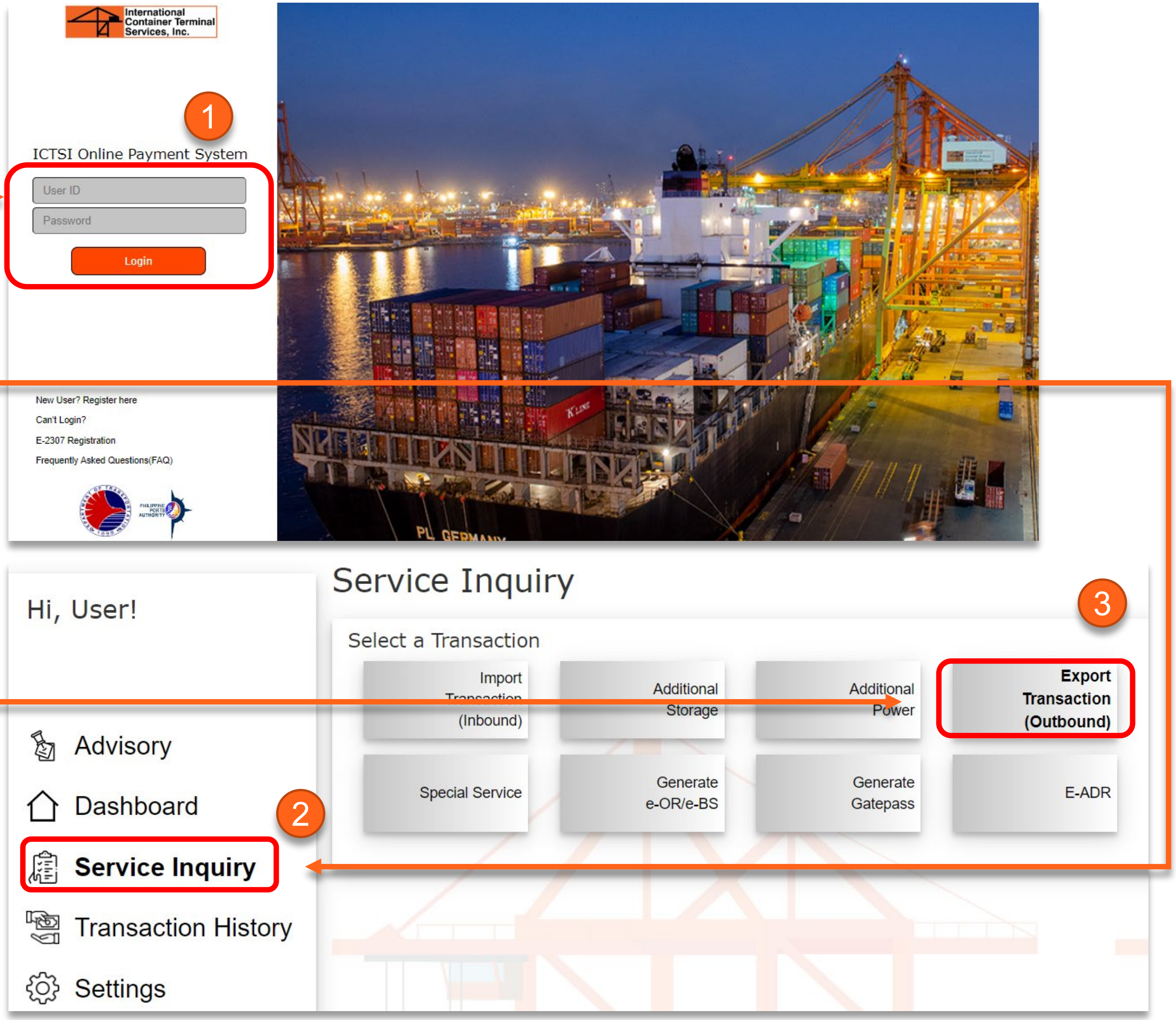
Payment User Guide - Export Transaction

Payment User Guide – Export Transaction

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

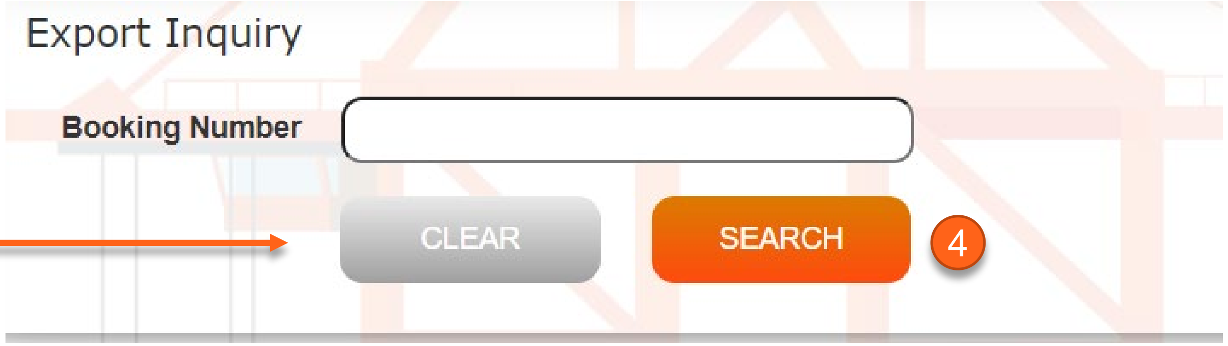
2. From the landing page, go the **Service Inquiry** menu

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



Payment User Guide – Export Transaction

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



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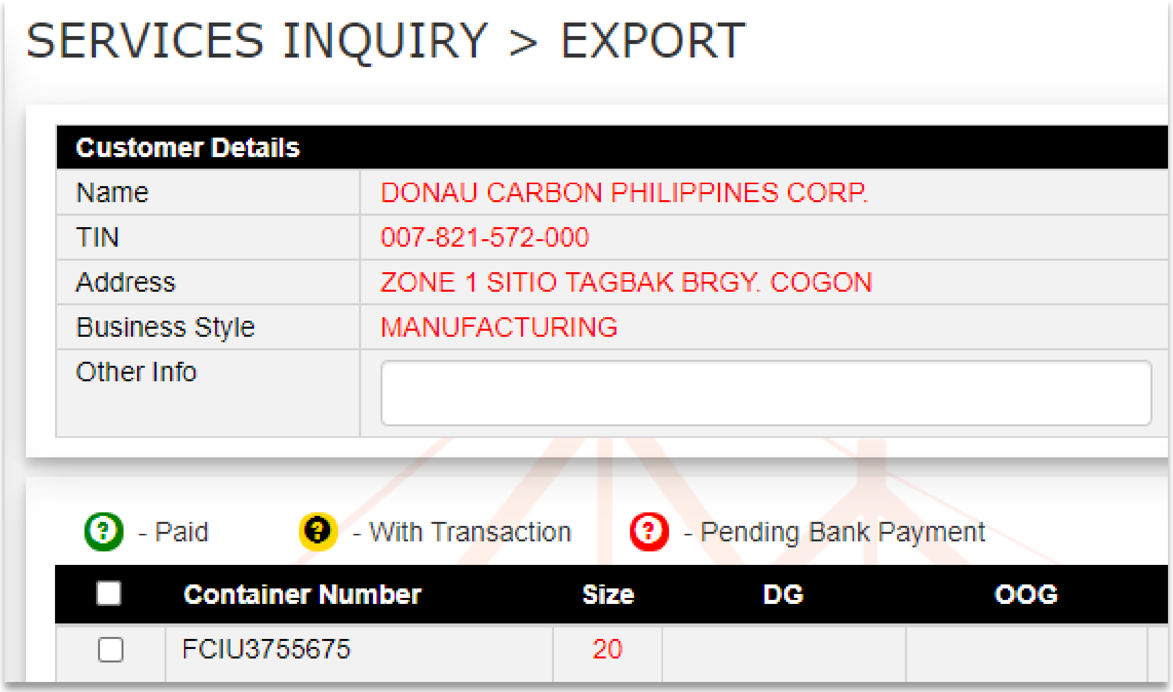

Payment User Guide – Export Transaction

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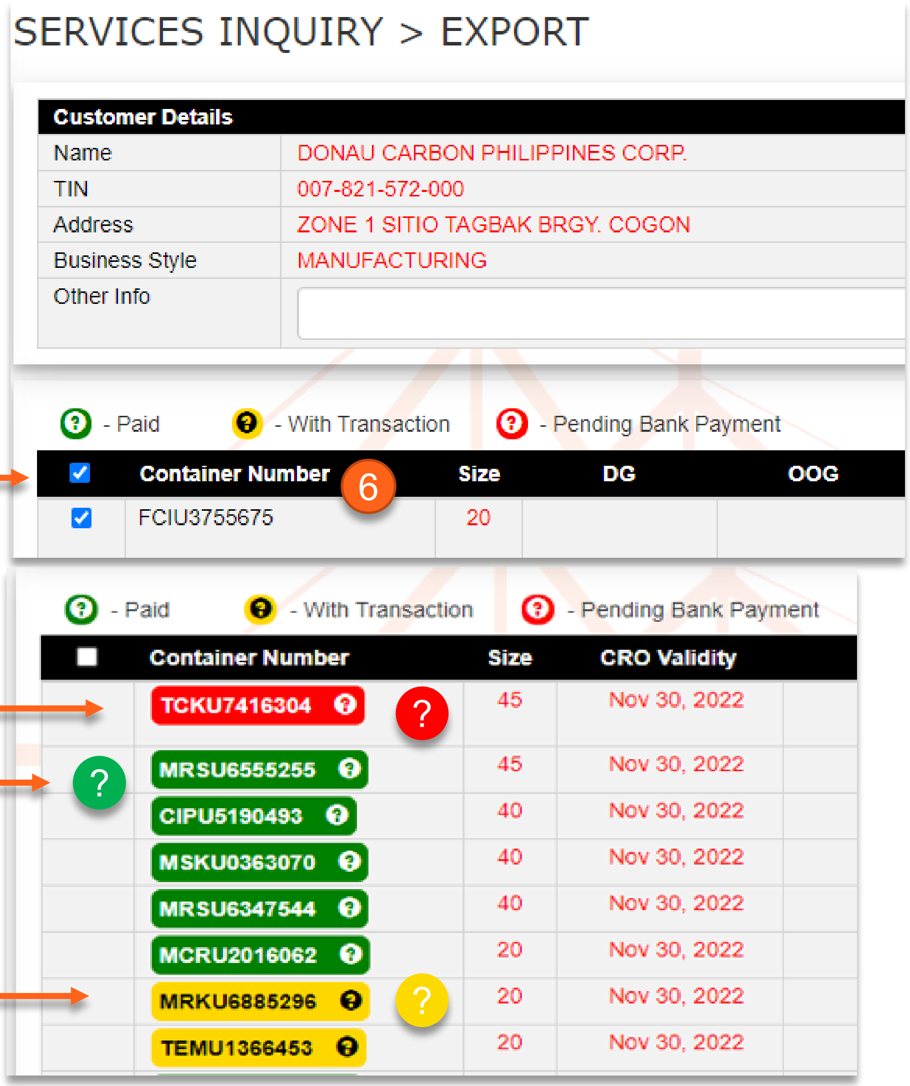

Payment User Guide – Export Transaction

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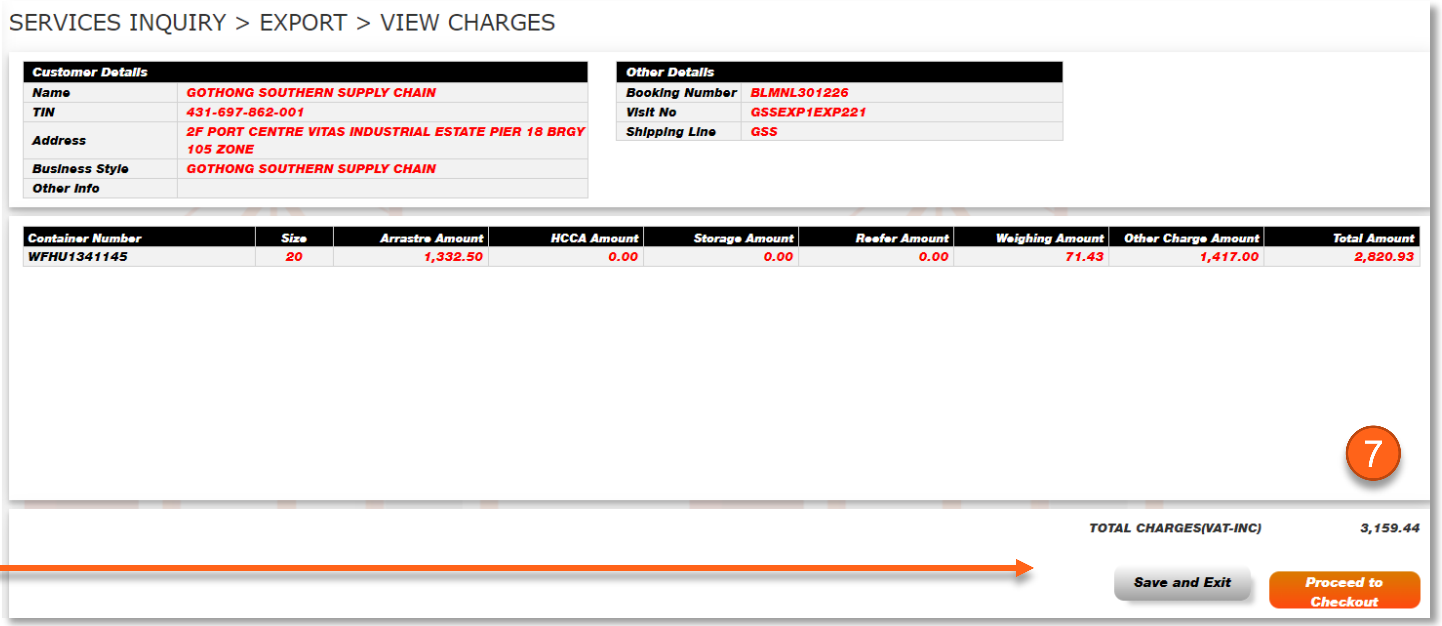

Payment User Guide – Export Transaction

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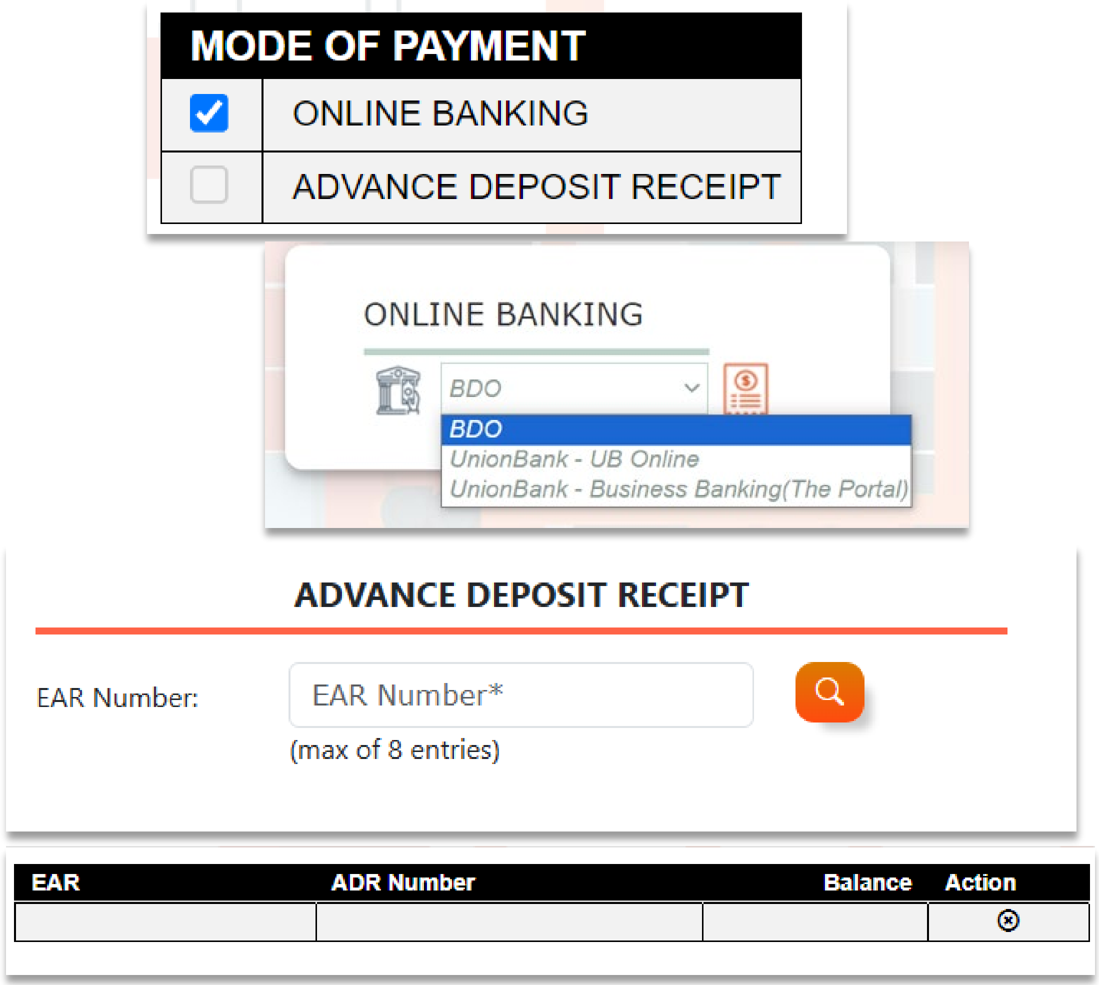

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