

Online Payment System

Obtaining Draft Number - Special Service

Obtaining Draft Number – Special Service



A. For Admin Fees (Change of Attribute, Shutout, etc.)

1. Shipping Line and OPD Coordination

- The **MCT Operations Team** will notify the shipping line via email of any loading impediments identified during the reconciliation stage for loading units.
- The **Shipping Line Operations Officers** will then relay these impediments, including any applicable administrative fees, to their respective clients for appropriate action and follow up.
- **Shipping Line Operations Officers** will then subsequently monitor movement of active impediments(i.e. admin fees) via generation of the report in N4 system.

2. Request for Draft Number

- Customer may inquire to Shipping Line Operations Officers for any remaining admin fee impediments two (2) hours before vessel arrival.
- Upon receiving the notification from the shipping line regarding the impediments, request the draft number by emailing OPS support team. Billing personnel will then handle the request.

Email: customercare@mictsi.ictsi.com

Obtaining Draft Number – Special Service



B. For Request for Services (RFS) Draft Number

1. Please see the attached link to check the list of services that requires RFS:
[mct-request-for-services_0.pdf](#)
2. Secure and Complete RFS Form
 - Secure the Request for Services (RFS) form at the **TOB Ground Floor** (kindly coordinate with the guard on duty).
 - Fill out the form completely and have it signed by the **Operations Supervisor on duty** for approval.
3. Operations Approval Process
 - Once approved, the MCT Operations Supervisor will forward the signed form to the Billing Team to initiate draft number creation.
 - Billing personnel will then handle the request.
4. Customer Option
 - Alternatively, the customer may directly email customercare@mictsi.ictsi.com with attached signed RFS form to request the draft number.
 - Billing personnel will then handle the request.

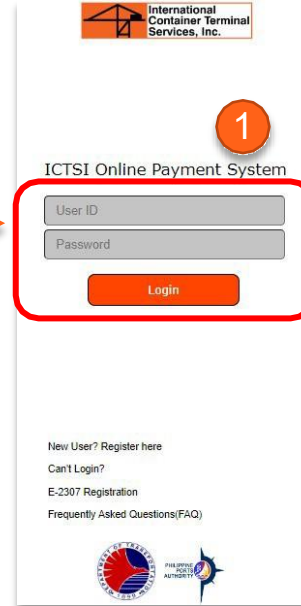
Online Payment System

Payment User Guide – Special Service

Payment User Guide – Special Service

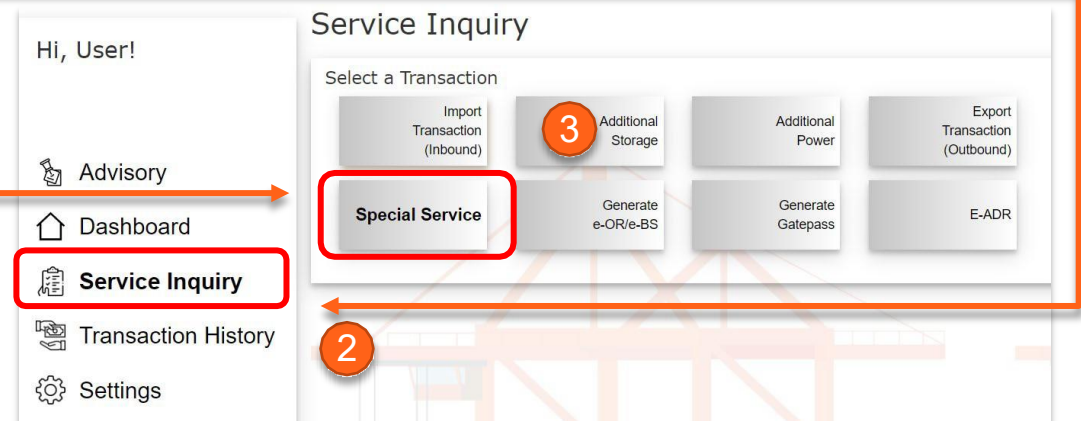
1. Go to the Online Payment System website and enter your login credentials

For first time users, log in credentials are provided in the email confirmation sent after registration.



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

3. Select “**Special Service**” from the available options



Payment User Guide – Special Service

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

- Draft Invoice No.



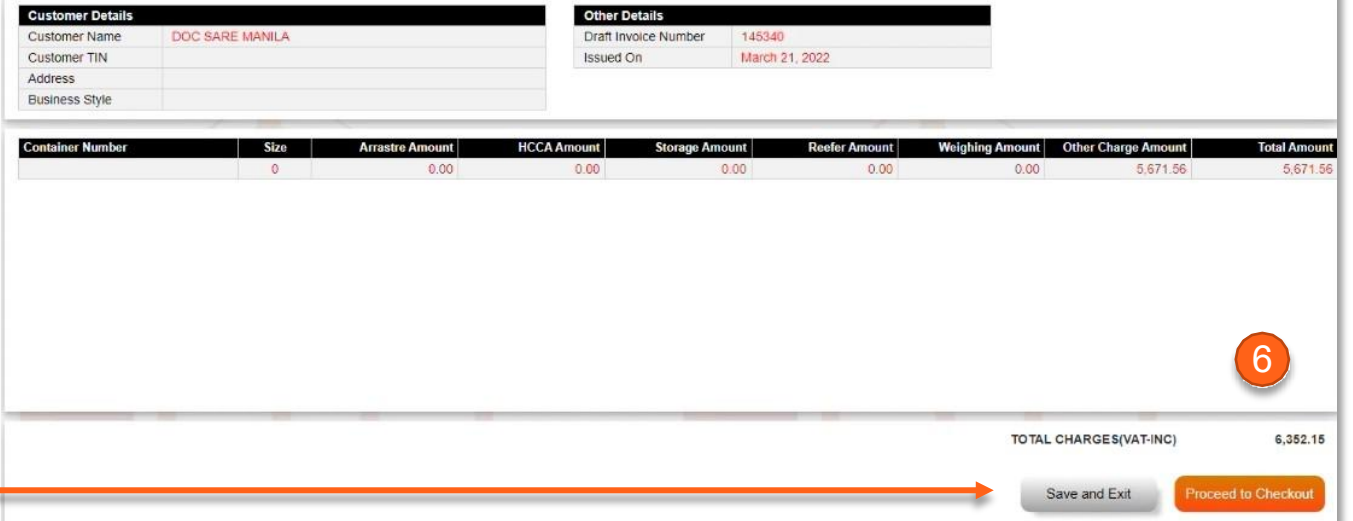
Special Service Inquiry

Draft Invoice No.

4

5. Click on “**View Charges**” button to proceed with the summary of charges for the selected container/s.

SERVICE INQUIRY > SPECIAL SERVICE > VIEW CHARGES



Customer Details				Other Details			
Customer Name	DOC SARE MANILA			Draft Invoice Number	145340		
Customer TIN				Issued On	March 21, 2022		
Address							
Business Style							

Container Number	Size	Arrastre Amount	HCCA Amount	Storage Amount	Reefer Amount	Weighing Amount	Other Charge Amount	Total Amount
	0	0.00	0.00	0.00	0.00	0.00	5,671.56	5,671.56

TOTAL CHARGES(VAT-INC) 6,352.15

6

6. 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 – Special Service

7. 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 should the balance is insufficient to cover the amount due. Fund should **cover the VAT-Inclusive charges** (not yet net of withholding). Kindly note that you can only **use ten(10) E-ADRs 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 10 entries)

EAR	ADR Number	Balance	Action
			

Payment User Guide – Special Service



8. Review summary of charges, then click “**Proceed to Payment**” button. To proceed, click “**Confirm**”
9. 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