

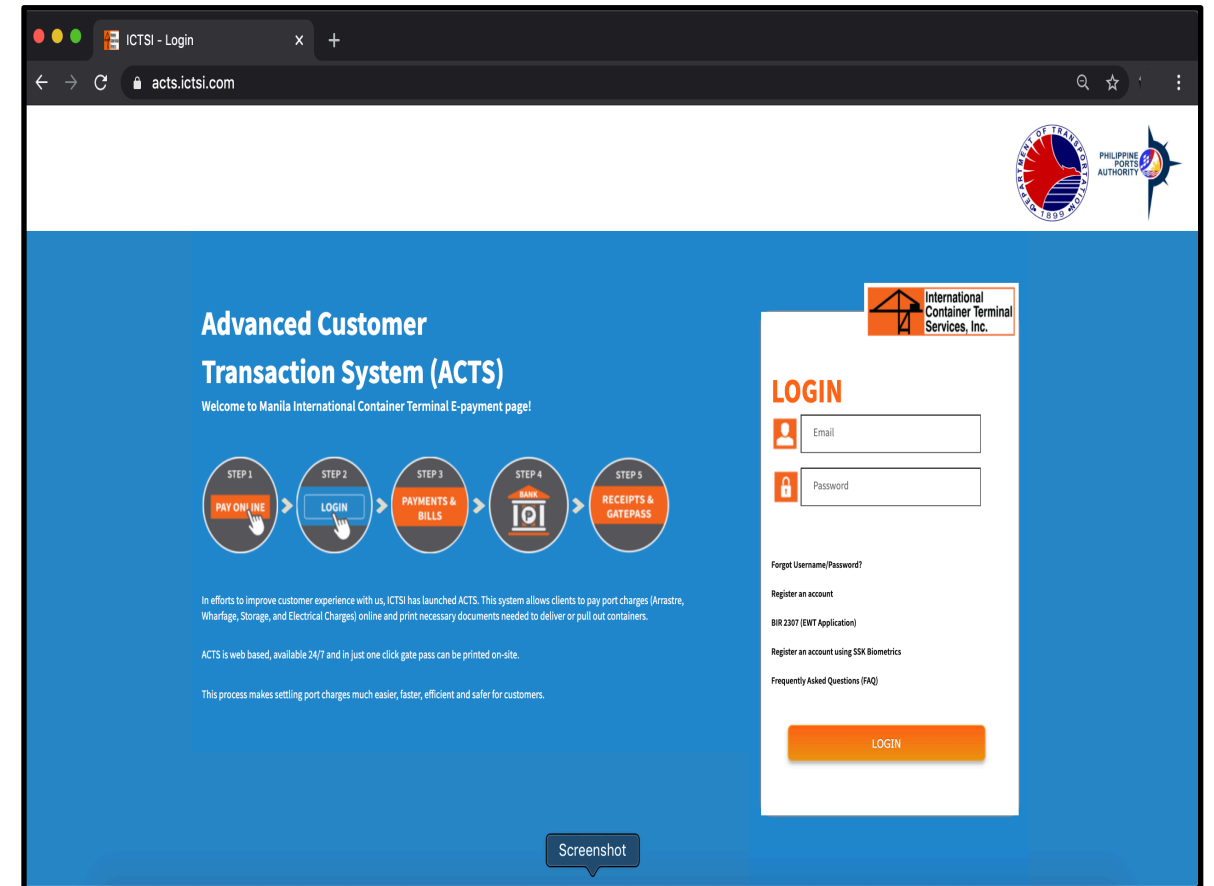
ACTS ONLINE PAYMENT USER GUIDE

HOW TO USE THE ACTS ONLINE PAYMENT SYSTEM

STEP 1

LOG IN TO YOUR ACTS ACCOUNT

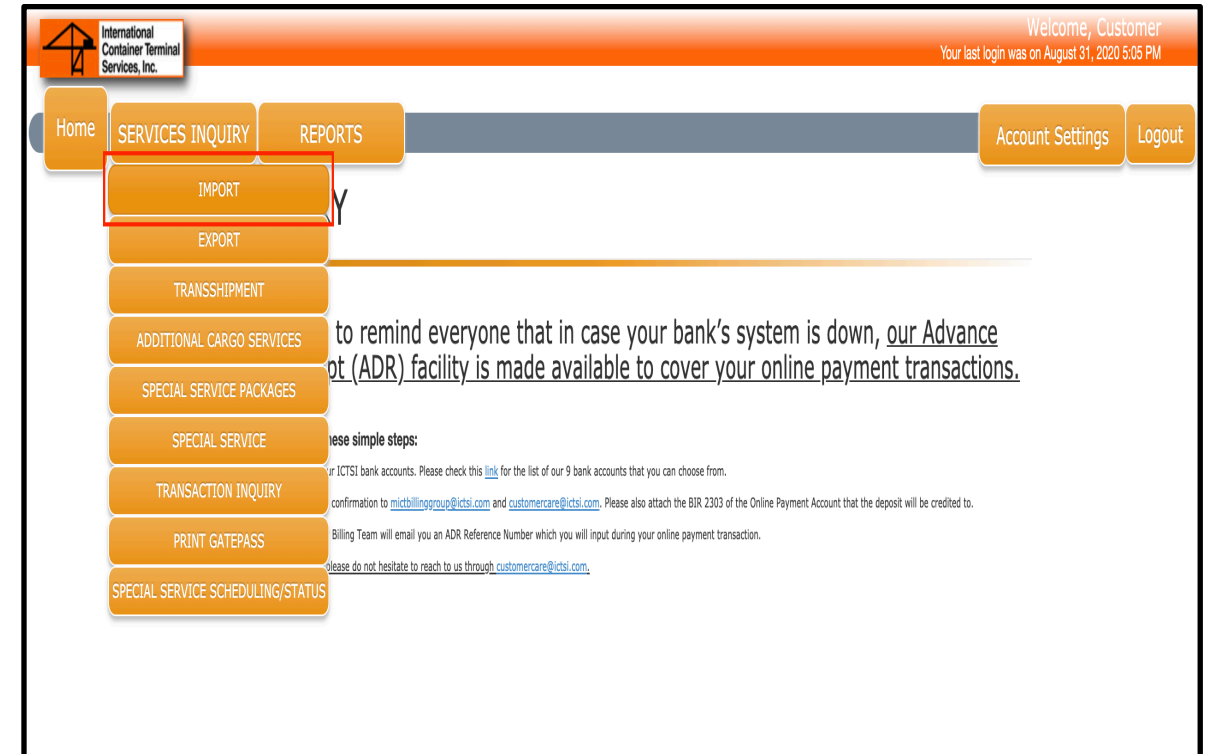
- Go to <https://acts.ictsi.com/>
- Enter your log in credentials.
- For first time users, log in credentials are provided in the email confirmation sent after registration.



STEP 2

GO TO SERVICES INQUIRY

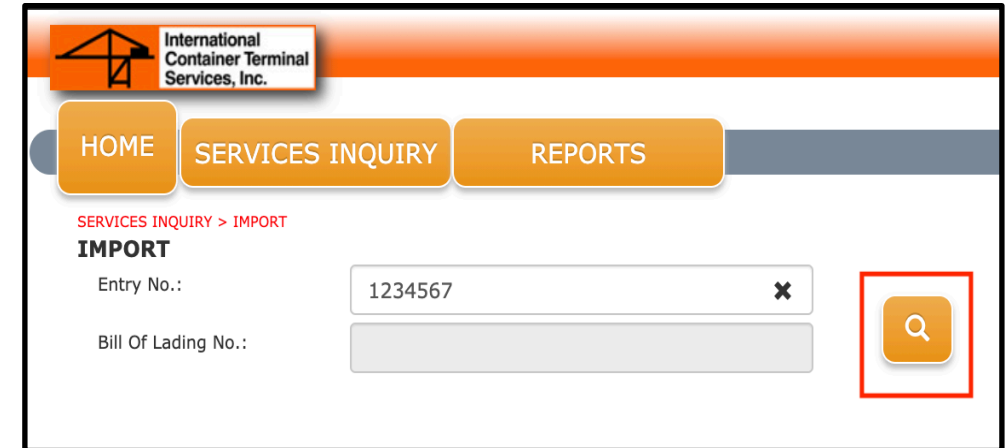
- Click on the SERVICES INQUIRY tab.
- Select IMPORT in the drop-down list.



STEP 3

ENTER CONTAINER DETAILS

- Input in the Entry Number and then click the search icon.
- Input the last four (4) digits of the Bill of Lading Number and click SUBMIT.



International Container Terminal Services, Inc.

HOME SERVICES INQUIRY REPORTS

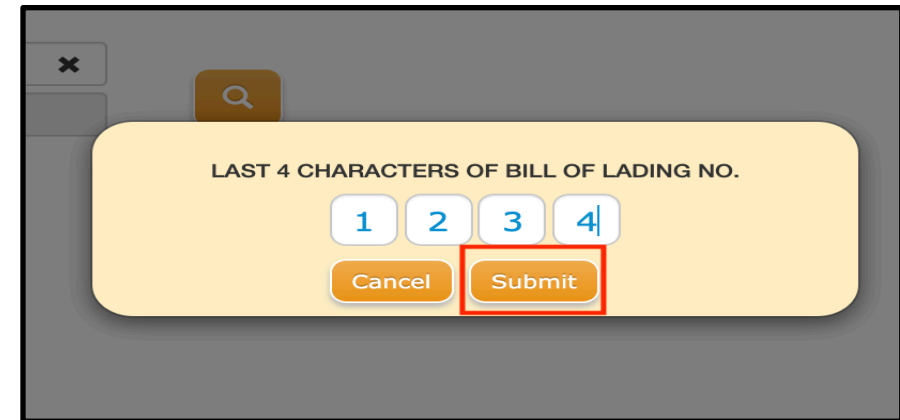
SERVICES INQUIRY > IMPORT

IMPORT

Entry No.: 1234567

Bill Of Lading No.:

Search icon (magnifying glass) highlighted with a red box.



LAST 4 CHARACTERS OF BILL OF LADING NO.

1 2 3 4

Cancel Submit

STEP 4

CHECK NECESSARY APPLICATIONS AND ADJUSTMENTS TO THE CHARGES

- Select all containers that you would like to pay for.
- For withholding tax and zero VAT applications, tick on the applicable box/es.
- For adjustments on weighing, reefer validity and storage validity, tick on the applicable box/es and indicate your preferred validity dates.
- Once all is checked and applied, click **VIEW CHARGES**.

International Container Terminal Services, Inc. Welcome, Customer
Your last login was on August 31, 2020 6:11 PM

HOME SERVICES INQUIRY REPORTS ACCOUNT SETTINGS LOGOUT

SERVICES INQUIRY > IMPORT

Data extracted from OLRS

IMPORT

Consignee Name: ABC1 MARKETING CORPORATION
Consignee TIN: 123-456-789-000
Broker Name: JUAN DELA CRUZ
Broker TIN:

ICTSI ☐ WHTax ☐ WHVAT ☐ Zero VAT
PPA ☐ WHTax ☐ WHVAT ☐ VAT-exempt

NOTE: Selecting WHTax requires e-signature for BIR Form 2307.

Underguard (Boat Note):

Entry No.: 1110607
Bill of Lading No.: EGLV140001025134
Registry No.: EGP0090-20
Last Discharge: Aug 29, 2020
Last Free Date: Sep 03, 2020
Shipping Line: EMC

Export To Excel View 40 View 100

CONTAINER	SIZE	CRO VALIDITY	SPLIT B/L	DG	OOG	WEIGHING	REEFER VALID UNTIL	STORAGE VALID UNTIL
BEAU2149747	20	Sep 10, 2020				<input type="checkbox"/>	Non Reefer	Sep 03, 2020

*Click on Container No. for Holds if marked in RED
*Click on Container No. for status if marked in ORANGE
*Storage/Reefer extension dates must be less than or equal to the CRO Validity Date
*Containers with Holds or without a valid CRO will not be part of the Transaction Summary Screen.

User can adjust weighing, reefer and storage validity according to preference.

View Charges Cancel

STEP 5

REVIEW ALL CHARGES

- If all details on port charges are correct, click **ADD TO SUMMARY**.

CONTAINER	SIZE	ARRASTRE	REEFER	STORAGE	HCCA	WEIGHING	DEA	AMT DUE to ICTSI - PHP	WHARFAGE	AMT DUE to PPA - PHP
BEAU2149747	20	4,307.00	0.00	0.00	0.00	0.00	0.00	4,307.00	519.35	519.35
BASIC AMOUNT								4,307.00		519.35
VALUE ADDED TAX (12%)								516.84		62.32
WITHHOLDING VAT								0.00		0.00
WITHHOLDING TAX								0.00		0.00
TOTAL AMOUNT DUE (PHP)								4,823.84		581.67

Add to Summary

Close

STEP 6

CHECK TRANSACTION SUMMARY

- Tick the box of the on the left side of the transaction.
- If you would like to proceed with payment, click PAY.
- If you would like to defer payment for another time, click SAVE TRANSACTION. Make sure you take note of the Transaction Reference Number that will appear on the screen after saving the transaction.
- If you would like to re-do the processing, click CLEAR.

International Container Terminal Services, Inc. Welcome, Customer
Your last login was on August 31, 2020 6:11 PM

HOME SERVICES INQUIRY REPORTS ACCOUNT SETTINGS LOGOUT

SERVICES INQUIRY > TRANSACTION SUMMARY

TRANSACTION SUMMARY

Transaction Ref. No.:

<input type="checkbox"/>	Consignee Name	Transaction Type	Reference Number	Amount Due To ICTSI (PHP)	Amount Due To PPA (PHP)	Status	Actions
<input checked="" type="checkbox"/>	ABC1 MARKETING CORPORATION	IMPORT	1110607	4,823.84	581.67	Unpaid	<input type="button" value="DELETE"/>

Previous **1** Next

Total Amount Due (PHP): **5,405.51**

STEP 7

SELECT MODE OF PAYMENT

- You may pay through either of the following:

- ONLINE BANKING

- see procedure

- ADVANCE DEPOSIT RECEIPT

- see procedure

International Container Terminal Services, Inc.

Welcome, Customer
Your last login was on August 31, 2020 7:54 PM

HOME SERVICES INQUIRY REPORTS ACCOUNT SETTINGS LOGOUT

SERVICES INQUIRY > TRANSACTION INQUIRY > MAKE PAYMENT

Transaction Reference No.: 200833482

Total Amount Due (PHP):	5,405.51
Total Amount Encoded (PHP):	0.00
Remaining Amount Due (PHP):	5,405.51

CONSIGNEE	TRANS. TYPE	REF NO.	AMT DUE TO ICTSI-PHP (VAT INC)	AMT DUE TO PPA-PHP (VAT INC)
ABC1 MARKETING CORPORATION	IMPORT	1110607	4,823.84	581.67

Step 1: SELECT PAYMENT MODE

PAYMENT MODE: ☐ Advanced Deposit Receipt

Back Confirm Payment

STEP 8

PRINT ELECTRONIC OFFICIAL RECEIPT

- After a successful payment transaction, an e-OR will automatically be generated and be available for printing under Transaction Inquiry.

The screenshot shows the 'Transaction Inquiry' page in the ICTSI web portal. The left sidebar has a 'Post Receipt' button highlighted. The main area shows a table with columns: Transaction Type, Ref No., and Amount Due to ICTSI-PID (VAT INC). The table has one row with 'IMPORT' as the transaction type, '111000' as the ref no., and '4,833.84' as the amount. Below the table, there are buttons for 'Back' and 'Confirm Payment'.

The screenshot shows two forms: 'OFFICIAL RECEIPT' and 'ACKNOWLEDGEMENT RECEIPT'. The 'OFFICIAL RECEIPT' form includes fields for Consignee, Time, Registry No., and a table of charges (ARRASTRE, STORAGE, WEIGHING, etc.). The 'ACKNOWLEDGEMENT RECEIPT' form includes fields for Consignee, Time, Remarks, and a table of charges (WA, V12, WV, EW). A large 'SAMPLE ONLY' watermark is overlaid on the forms.

STEP 9

- To print gatepass, go to SERVICES INQUIRY and select PRINT GATEPASS.
- Input the Billing of Lading Number or the Container Number and then click the search icon.

PRINT ELECTRONIC GATEPASS

The screenshot shows the ICTSI portal interface. At the top, there's a navigation bar with 'HOME', 'SERVICES INQUIRY', and 'REPORTS'. A dropdown menu is open under 'SERVICES INQUIRY', listing options like 'IMPORT', 'EXPORT', 'TRANSHIPMENT', 'ADDITIONAL CARGO SERVICES', 'SPECIAL SERVICE PACKAGES', 'SPECIAL SERVICE', 'TRANSACTION INQUIRY', 'PRINT GATEPASS', and 'SPECIAL SERVICE SCHEDULING/STATUS'. The 'PRINT GATEPASS' option is highlighted. In the background, a table shows transaction details for 'ASCO MAR' with columns for 'TRANS. TYPE', 'REF. NO.', and 'AMT DUE TO ICTSI-PHP (VAT INC)'. A summary box on the right displays 'Total Amount Due (PHP): 5,405.51', 'Total Amount Encoded (PHP): 0.00', and 'Remaining Amount Due (PHP): 5,405.51'. At the bottom, there are 'Back' and 'Confirm Payment' buttons.

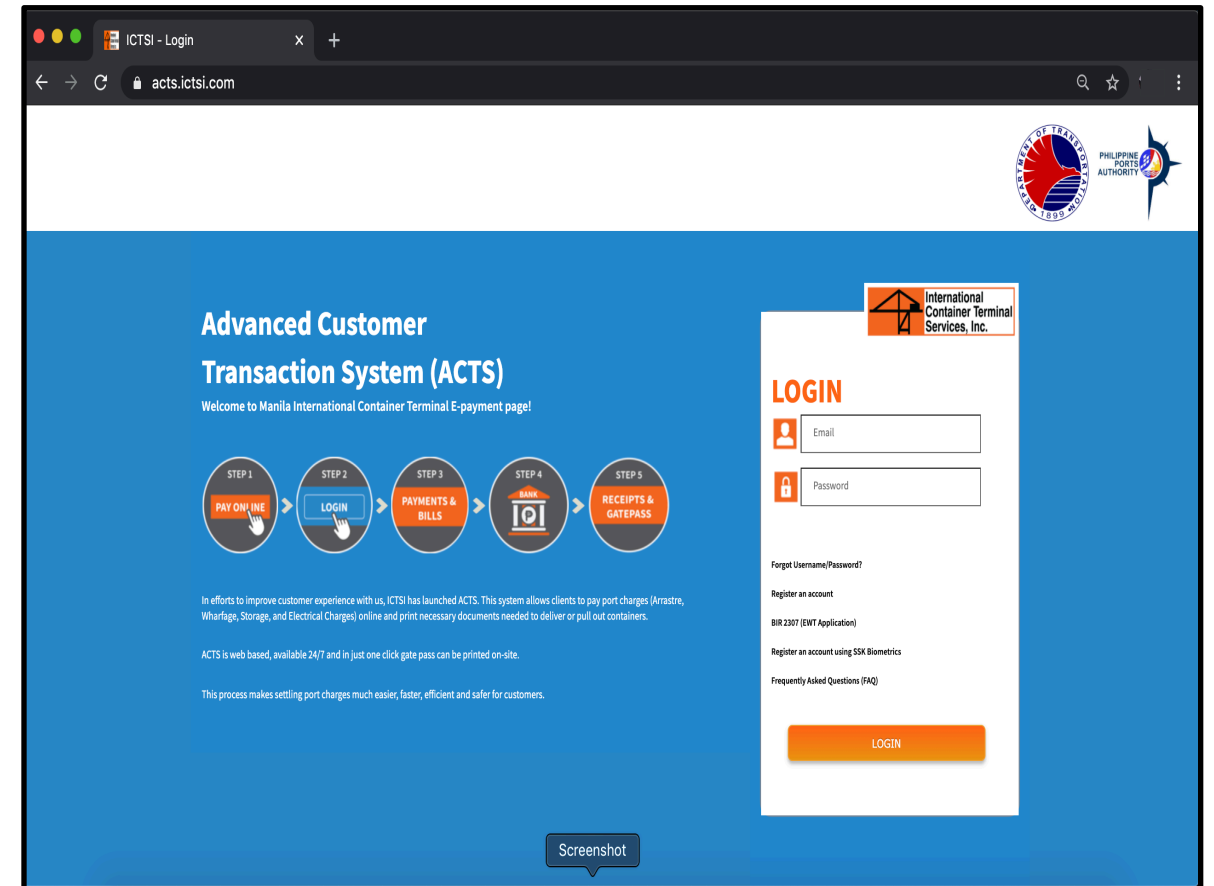
The screenshot shows the 'PRINT GATEPASS' form. It has four input fields: 'BILL OF LADING NO.', 'CONTAINER NO.', 'CCBR NO.', and 'AR NO.'. The 'CONTAINER NO.' field is highlighted with a red border. To the right of these fields is a search icon (magnifying glass) inside a red-bordered box.

END

STEP 1

LOG IN TO YOUR ACTS ACCOUNT

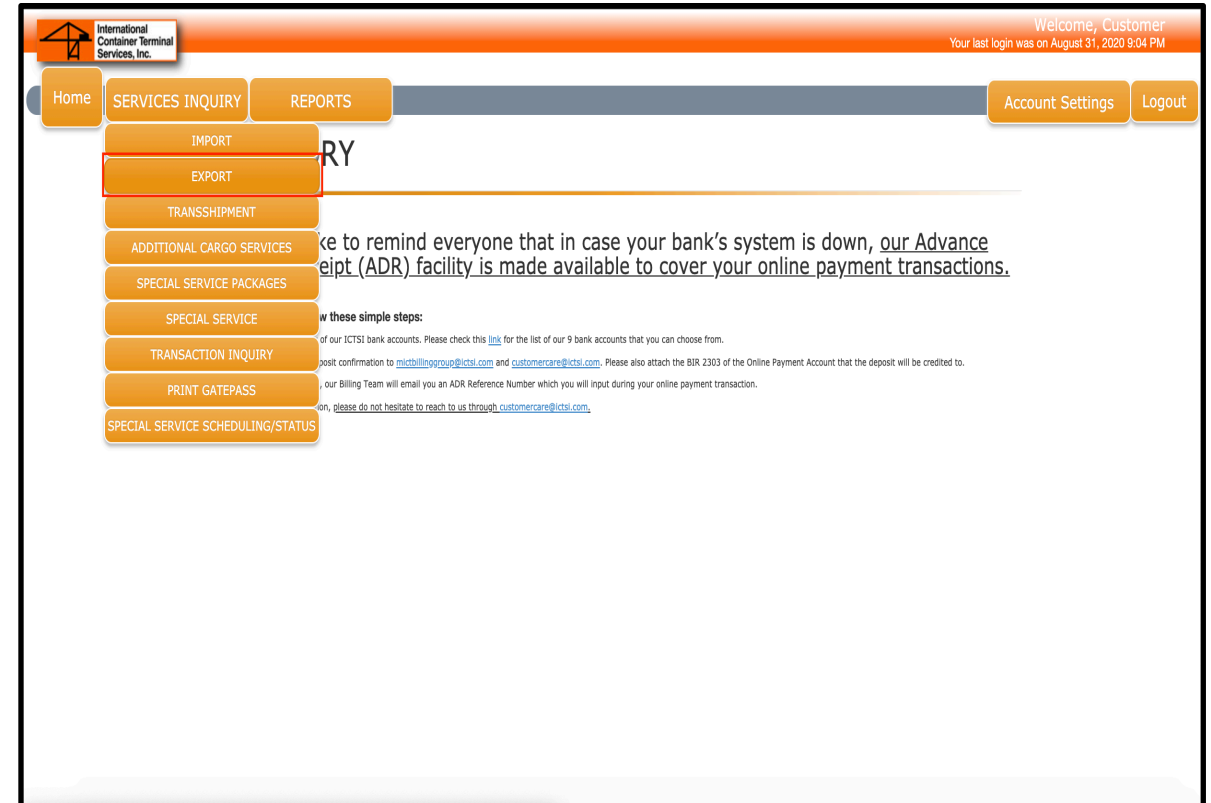
- Go to <https://acts.ictsi.com/>
- Enter your log in credentials.
- For first time users, log in credentials are provided in the email confirmation sent after registration.



STEP 2

GO TO SERVICES INQUIRY

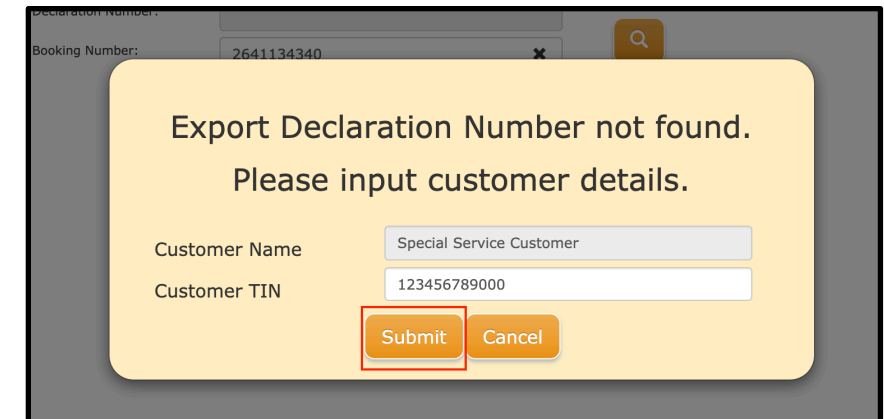
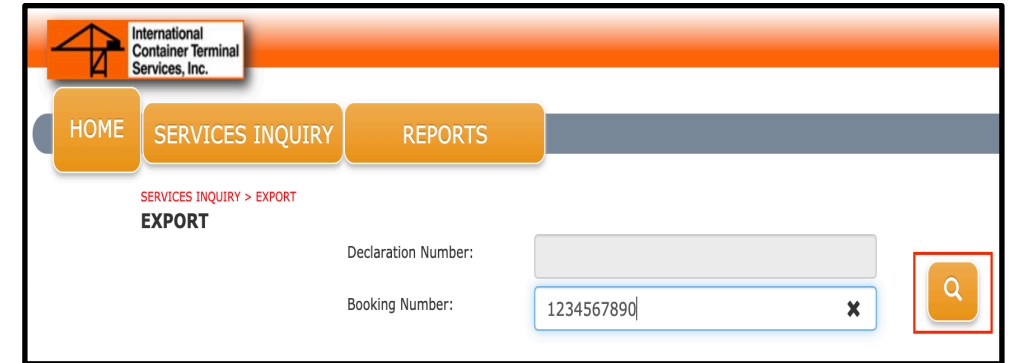
- Click on the SERVICES INQUIRY tab.
- Select EXPORT in the drop-down list.



STEP 3

ENTER CONTAINER DETAILS

- Input in the Booking Number and then click the search icon.
- Input your Broker's TIN and click SUBMIT.



STEP 4

- Select all containers that you would like to pay for.
- Fill out all the empty fields in the page.
- For withholding tax and zero VAT applications, tick on the applicable box/es.
- Once all is checked and applied, click **VIEW CHARGES**.

CHECK NECESSARY APPLICATIONS AND ADJUSTMENTS TO THE CHARGES

Welcome, Customer
Your last login was on August 31, 2020 9:49 PM

HOME SERVICES INQUIRY REPORTS ACCOUNT SETTINGS LOGOUT

SERVICES INQUIRY > EXPORT

EXPORT

Exporter Name: ABC1 MARKETING CORPORATION
Exporter TIN: 123-456-789-000
Broker Name:
Broker TIN:

ICTSI ☐ WHTax ☐ WHVAT ☐ Zero VAT
PPA ☐ WHTax ☐ WHVAT ☐ VAT-exempt
☐ Wharfage Exemption

NOTE: Selecting WHTax requires e-signature for BIR Form 2307.

Underguard (Boat Note):

Booking No.: 2641134340
Declaration No.:
Shipping Line:
Vessel:
Commodity:

Export To Excel View 40 View 100

CONTAINER	SIZE	DG	OOG	WEIGHING
<input checked="" type="checkbox"/> OOLU6180397	40			✓
<input checked="" type="checkbox"/> OOLU6449362	40			✓
<input checked="" type="checkbox"/> OOLU6143752	40			✓
<input checked="" type="checkbox"/> OOLU6144527	40			✓

*Click on Container No. for Holds if marked in RED
*Click on Container No. for status if marked in ORANGE
*Containers with Holds will not be part of the Transaction Summary Screen.

Previous 1 Next

View Charges Cancel

STEP 5

REVIEW ALL CHARGES

- If all details on port charges are correct, click **ADD TO SUMMARY**.

CONTAINER	SIZE	ARRASTRE	REEFER	STORAGE	HCCA	WEIGHING	AMT DUE to ICTSI - PHP	WHARFAGE	AMT DUE to PPA - PHP
OOLU6180397	40	8,076.00	0.00	0.00	0.00	116.00	8,192.00	391.05	391.05
OOLU6449362	40	8,076.00	0.00	0.00	0.00	116.00	8,192.00	391.05	391.05
BASIC AMOUNT							16,384.00		782.10
VALUE ADDED TAX (12%)							1,966.08		93.86
WITHHOLDING VAT							0.00		0.00
WITHHOLDING TAX							0.00		0.00
TOTAL AMOUNT DUE (PHP)							18,350.08		875.96

Add to Summary

Close

STEP 6

CHECK TRANSACTION SUMMARY

- Tick the box of the on the left side of the transaction.
- If you would like to proceed with payment, click PAY.
- If you would like to defer payment for another time, click SAVE TRANSACTION. Make sure you take note of the Transaction Reference Number that will appear on the screen after saving the transaction.
- If you would like to re-do the processing, click CLEAR.

International Container Terminal Services, Inc. Welcome, Customer
Your last login was on August 31, 2020 9:49 PM

HOME SERVICES INQUIRY REPORTS ACCOUNT SETTINGS LOGOUT

SERVICES INQUIRY > TRANSACTION SUMMARY

TRANSACTION SUMMARY

Transaction Ref. No.:

<input checked="" type="checkbox"/>	Consignee Name	Transaction Type	Reference Number	Amount Due To ICTSI (PHP)	Amount Due To PPA (PHP)	Status	Actions
<input checked="" type="checkbox"/>	ABC1 MARKETING CORPORATION	EXPORT	2641134340	18,350.08	875.96	Unpaid	<input type="button" value="DELETE"/>

Previous 1 Next

Total Amount Due (PHP): **19,226.04**

STEP 7

SELECT MODE OF PAYMENT

- You may pay through either of the following:

- ONLINE BANKING

- see procedure

- ADVANCE DEPOSIT RECEIPT

- see procedure

International Container Terminal Services, Inc. Welcome, Customer
Your last login was on August 31, 2020 9:49 PM

HOME SERVICES INQUIRY REPORTS ACCOUNT SETTINGS LOGOUT

SERVICES INQUIRY > TRANSACTION INQUIRY > MAKE PAYMENT

Transaction Reference No.: 200833492

Total Amount Due (PHP):	19,226.04
Total Amount Encoded (PHP):	0.00
Remaining Amount Due (PHP):	0.00

CONSIGNEE	TRANS.TYPE	REF NO.	AMT DUE TO ICTSI-PHP (VAT INC)	AMT DUE TO PPA-PHP (VAT INC)
ABC1 MARKETING CORPORATION	EXPORT	2641134340	18,350.08	875.96

Step 1: SELECT PAYMENT MODE

PAYMENT MODE: ☒ Advanced Deposit Receipt ☐ Choose a Bank

Back Confirm Payment

STEP 8

PRINT ELECTRONIC OFFICIAL RECEIPT

- After a successful payment transaction, an e-OR will automatically be generated and be available for printing under Transaction Inquiry.

The screenshot shows the 'Transaction Inquiry' page in the ICTSI web portal. The page has a navigation bar with 'HOME', 'SERVICES INQUIRY', 'REPORTS', 'ACCOUNT SETTINGS', and 'LOGOUT'. Below the navigation bar, there are tabs for 'TRANSACTION INQUIRY', 'POST RECEIPT', 'POST CANCELL', and 'SPECIAL SERVICE SCHEDULE INQUIRY'. The 'TRANSACTION INQUIRY' tab is selected, and it shows a table of transactions. The table has columns for 'TRANSACTION NO.', 'DATE', 'AMT DUE TO ICTSI-PID (VAT INC)', and 'AMT DUE TO EPA-PID (VAT INC)'. The 'Post Receipt' button is highlighted in orange.

The screenshot shows two forms: 'OFFICIAL RECEIPT' and 'ACKNOWLEDGEMENT RECEIPT'. The 'OFFICIAL RECEIPT' form includes the following details:

- CONSIGNEE: [Redacted]
- TIME: [Redacted]
- ADR ACCOUNT NO.: [Redacted]
- DATE OF LAST DISCHARGE: 2020-03-23
- OLDS DATE: 2020-04-06
- REGISTRY NO.: WHL0004-20
- VESSEL: [Redacted]
- SHIPPING LINE / AGENT: WHL
- STORAGE FROM: 2020-03-28
- STORAGE TO: 2020-04-08

The 'ACKNOWLEDGEMENT RECEIPT' form includes the following details:

- CONSIGNEE: [Redacted]
- TIME: [Redacted]
- REMARKS: WA, V12, WV, EW
- Qty: 1,038.70, 124.64, 0.00, 20.78
- Size: 2 X 20, 0 X 40, 0 X 45
- TOTAL CUSTOMERS DEPOSIT: 1,142.56

Both forms include a 'TAXES' section with a table of charges:

CHARGE	AMOUNT
ARRASTRE	4,737.70
STORAGE	5,631.21
WEIGHING	5,015.00
DEA	5,015.00
HCCA	5,015.00
REEFER	5,015.00
SUB TOTAL	10,030.00
TOTAL AMOUNT	30,767.82
VAT - 12%	3,692.14
WVAT	0.00
EWT	0.00
ICTSI TOTAL AMOUNT	34,459.96

END

REMINDERS

- It is recommended to use any of the following web browsers:
 - Google Chrome version 32.0.1700.72 or higher.
 - Microsoft Internet Explorer version 9.0.8.112.16421 or higher
 - Mozilla Firefox version 26 or higher
- Please enable pop-ups in your browser for successful redirection to your preferred online banking facility.
- For clarifications and inquiries, feel free to email them us at customercare@ictsi.com.