



International  
Container Terminal  
Services, Inc.

# ACTS ONLINE: SELF-SCHEDULING PROCESS FOR BOC EXAMINATION

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**Settling the BOC Examination Fees via ACTS**

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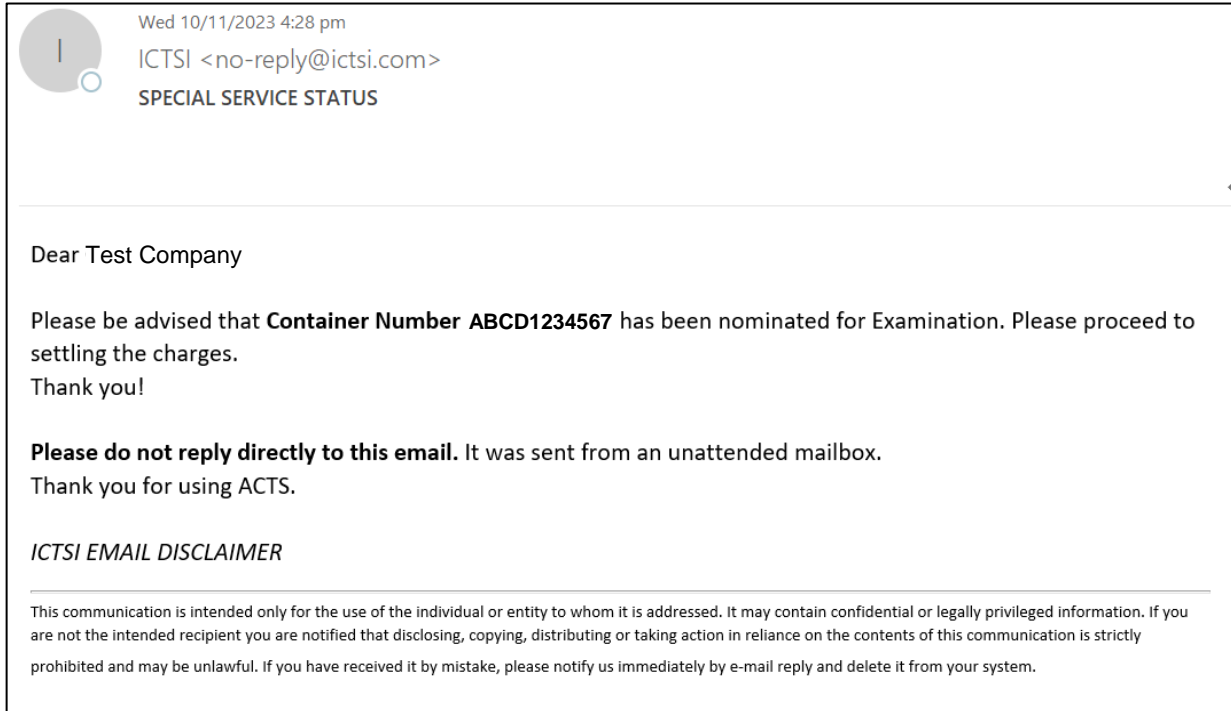
**Self-Scheduling a Container for BOC Examination**

**01**

**Checking the Nomination Confirmation via email**

# Checking the Nomination Confirmation via email

Check to see if you got an email from **no-reply@ictsi.com** confirming that your **container has been nominated** for an examination. Kindly double-check the container number. This will be delivered to your registered email address.



Wed 10/11/2023 4:28 pm  
ICTSI <no-reply@ictsi.com>  
SPECIAL SERVICE STATUS

Dear Test Company

Please be advised that **Container Number ABCD1234567** has been nominated for Examination. Please proceed to settling the charges.  
Thank you!

**Please do not reply directly to this email.** It was sent from an unattended mailbox.  
Thank you for using ACTS.

*ICTSI EMAIL DISCLAIMER*

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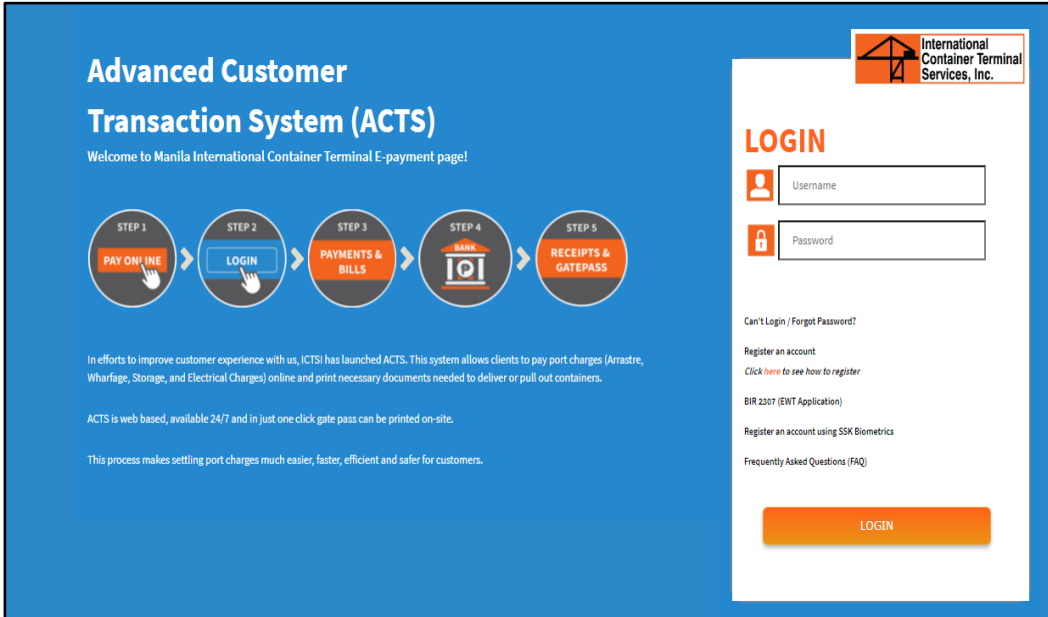
This communication is intended only for the use of the individual or entity to whom it is addressed. It may contain confidential or legally privileged information. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking action in reliance on the contents of this communication is strictly prohibited and may be unlawful. If you have received it by mistake, please notify us immediately by e-mail reply and delete it from your system.

**02**

**Settling the BOC examination fees via ACTS**

# Settling the BOC Examination Fees via ACTS

Log-in to your ACTS account at <https://acts.ictsi.com/>.



**Advanced Customer Transaction System (ACTS)**  
Welcome to Manila International Container Terminal E-payment page!

STEP 1: PAY ONLINE → STEP 2: LOGIN → STEP 3: PAYMENTS & BILLS → STEP 4: BANK ICI → STEP 5: RECEIPTS & GATEPASS

In efforts to improve customer experience with us, ICTSI has launched ACTS. This system allows clients to pay port charges (Arrastre, Wharfage, Storage, and Electrical Charges) online and print necessary documents needed to deliver or pull out containers.

ACTS is web based, available 24/7 and in just one click gate pass can be printed on-site.

This process makes settling port charges much easier, faster, efficient and safer for customers.

**LOGIN**

International Container Terminal Services, Inc.

Username:

Password:

Can't Login / Forgot Password?

Register an account  
[Click here to see how to register](#)

BIR 2307 (EWT Application)  
Register an account using SSK Biometrics

[Frequently Asked Questions \(FAQ\)](#)

LOGIN

Click on **SERVICES INQUIRY**, then click **SPECIAL SERVICE > BOC EXAMINATION**. Input the container number and click on the search button.



International Container Terminal Services, Inc.

HOME SERVICES INQUIRY REPORTS DEPOSIT

ADVANCE SERVICES

IMPORT

EXPORT

ADDITIONAL CARGO SERVICES →

ACTS E-PAYMENT

SPECIAL GATEPASS

SPECIAL SERVICE →

TRANSACTION INQUIRY

PRINT GATEPASS

LOW AVAILABLE AGAIN TO SERVICE

BOC EXAMINATION

SELF SERVICE REQUEST

SHUT OUT VGM

SPECIAL CONTAINER TRANSACTION

SPECIAL SERVICE REFERENCE NO.

HOME SERVICES INQUIRY REPORTS

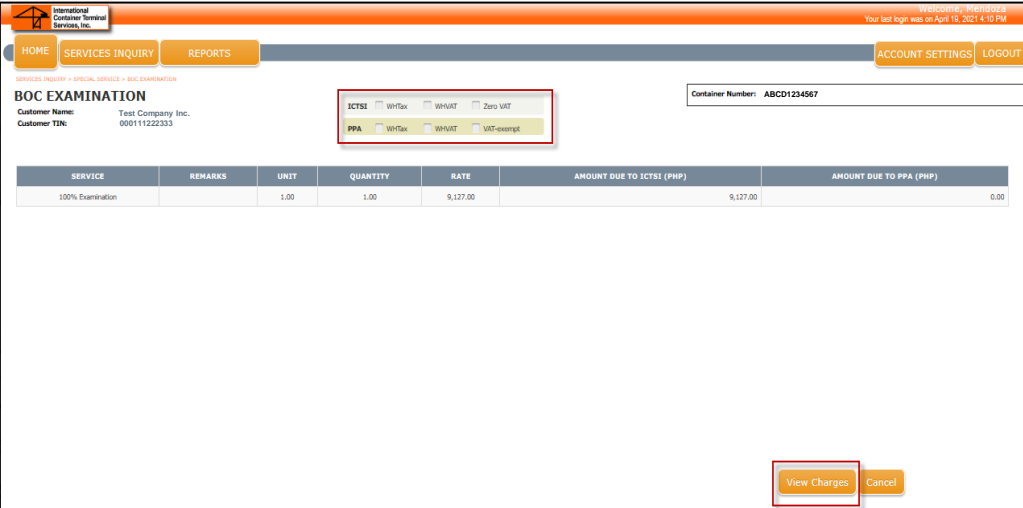
SERVICES INQUIRY > SPECIAL SERVICE > BOC EXAMINATION

**BOC EXAMINATION**

Container Number:

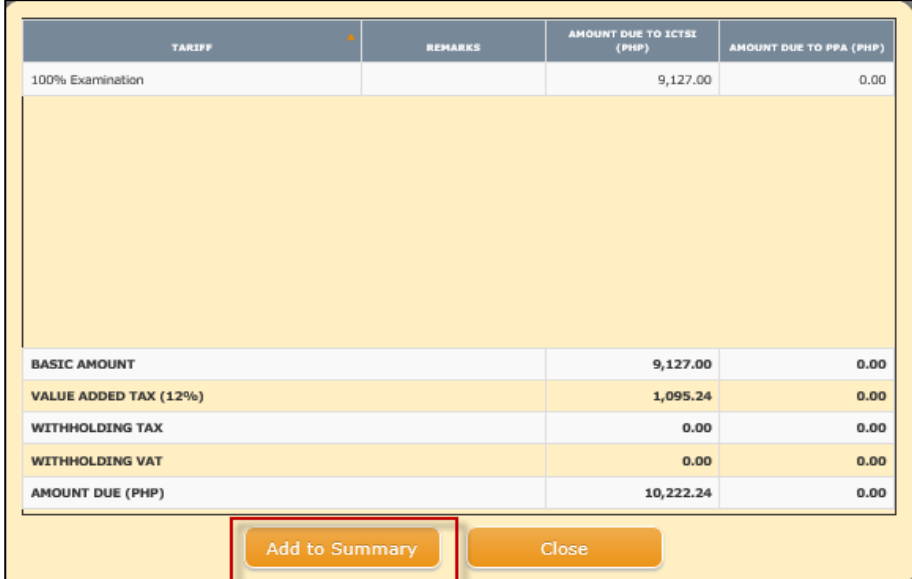
# Settling the BOC Examination Fees via ACTS

After clicking, you will see the BOC Examination fees. Click on **VIEW CHARGES** after ticking the box for either withholding tax, withholding VAT, and VAT Exemption.



SERVICE	REMARKS	UNIT	QUANTITY	RATE	AMOUNT DUE TO ICTSI (PHP)	AMOUNT DUE TO PPA (PHP)
100% Examination		1.00	1.00	9,127.00	9,127.00	0.00

Double-check the applied charges, then click on **ADD TO SUMMARY**.



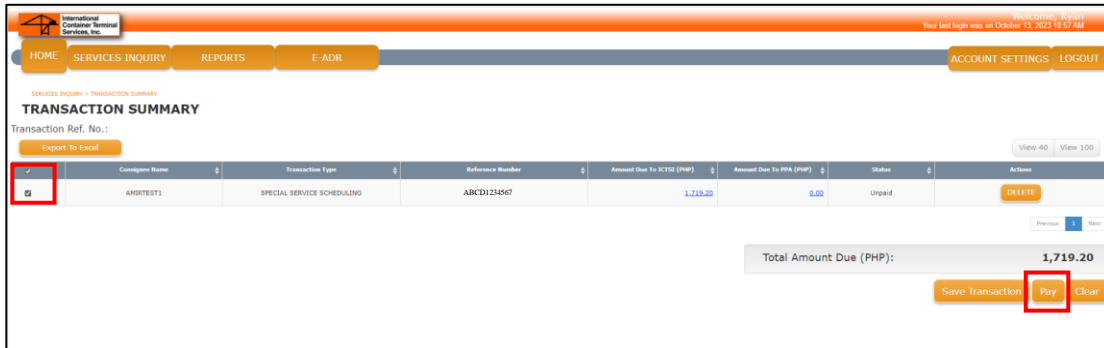
TARIFF	REMARKS	AMOUNT DUE TO ICTSI (PHP)	AMOUNT DUE TO PPA (PHP)
100% Examination		9,127.00	0.00

	AMOUNT DUE TO ICTSI (PHP)	AMOUNT DUE TO PPA (PHP)
<b>BASIC AMOUNT</b>	<b>9,127.00</b>	<b>0.00</b>
<b>VALUE ADDED TAX (12%)</b>	<b>1,095.24</b>	<b>0.00</b>
<b>WITHHOLDING TAX</b>	<b>0.00</b>	<b>0.00</b>
<b>WITHHOLDING VAT</b>	<b>0.00</b>	<b>0.00</b>
<b>AMOUNT DUE (PHP)</b>	<b>10,222.24</b>	<b>0.00</b>

# Settling the BOC Examination Fees via ACTS

Tick the box on the left side of the transaction, then click on **PAY** to proceed to payment.



TRANSACTION SUMMARY

Transaction Ref. No.: ABCD123456

Transaction Type	Reference Number	Amount Due To ICTSI (PHP)	Amount Due To PPA (PHP)	Status	Actions
SPECIAL SERVICE SCHEDULING	ABCD123456	1,719.20	0.00	Unpaid	<input checked="" type="checkbox"/> DELETE

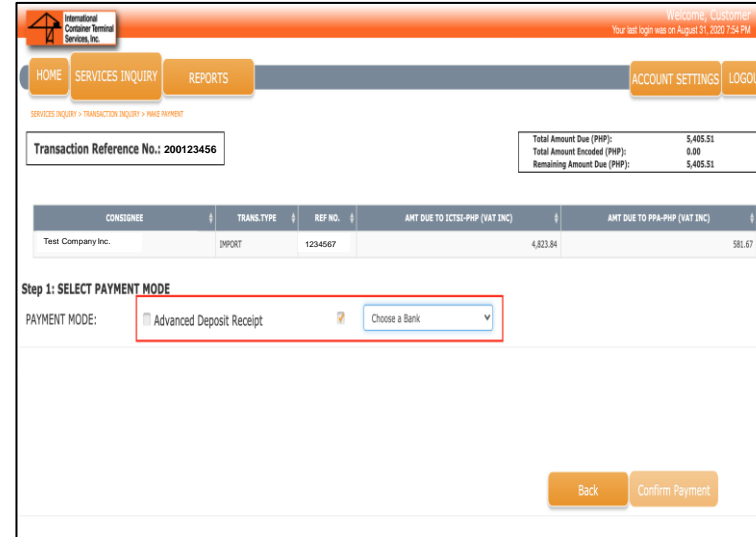
Total Amount Due (PHP): 1,719.20

Buttons: Save Transaction, Pay, Clear

## Note:

- If you would like to defer payment to a later time, click **SAVE TRANSACTION**. Make sure to 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**.

Choose your payment mode, then click on **CONFIRM PAYMENT**. You may pay via online banking or through Advance Deposit Receipt (ADR).



Transaction Reference No.: 200123456

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)
Test Company Inc.	DPONT	1234567	4,823.84	581.67

Step 1: SELECT PAYMENT MODE

PAYMENT MODE:  Advanced Deposit Receipt  Choose a Bank

Buttons: Back, Confirm 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 ACTS Online to your online bank account with your bank partner.

## Advance Deposit Receipt

- ✓ Tick the ADR box.
- ✓ Input your TIN, ADR number and total amount due.

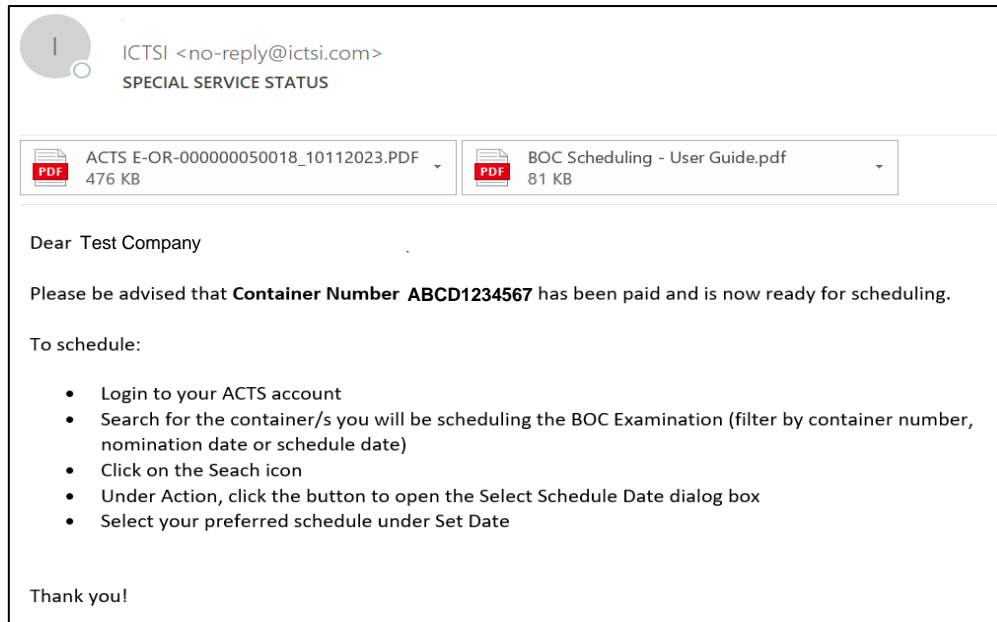


**03**

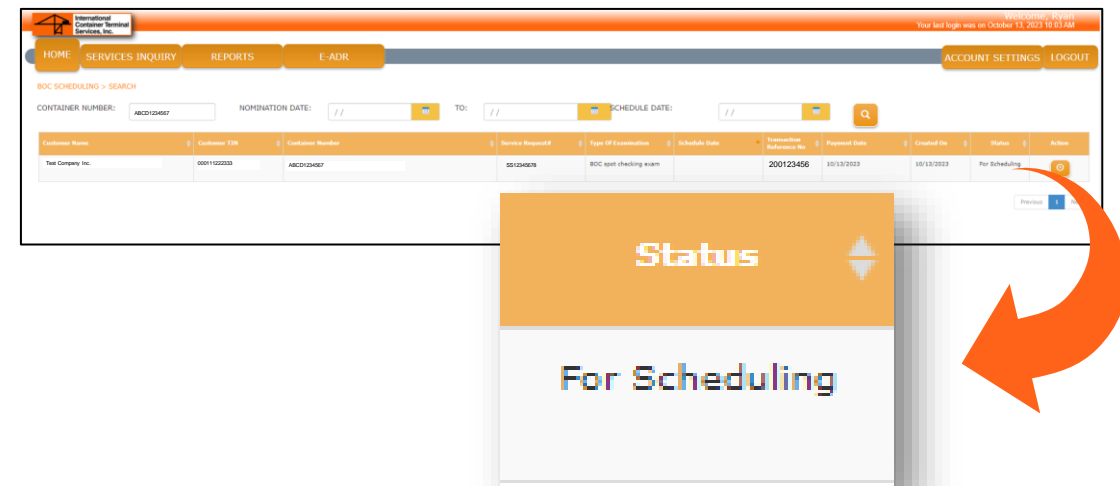
**ACTS Payment Confirmation and Printing of  
Electronic Official Receipt from ACTS**

# ACTS Payment Confirmation

After a successful payment, a system-generated email confirmation will be received in your ACTS-registered email address.

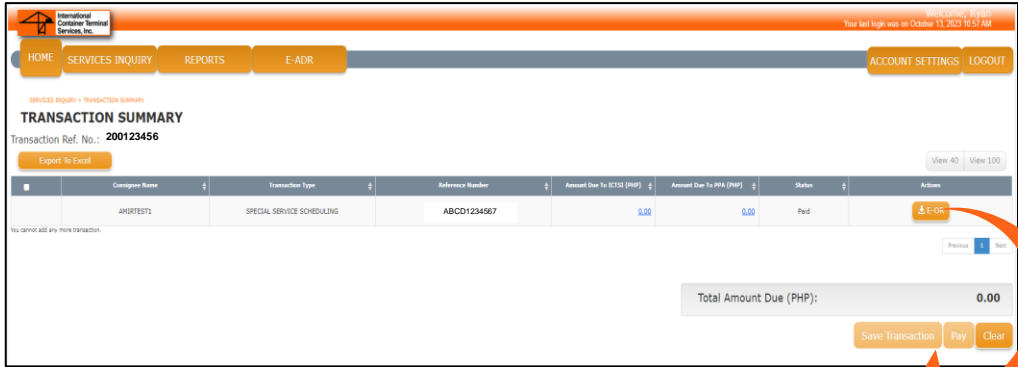


You may also check the status of your container by clicking **Services Inquiry > Special Service > Search Schedule** and inputting your container number. It should show **“FOR SCHEDULING.”**



# Printing of Electronic Official Receipt from ACTS

To print your e-OR go to **SERVICES INQUIRY > TRANSACTION INQUIRY** then input your Transaction Reference Number. Under **ACTIONS**, click the **DOWNLOAD E-OR** button.

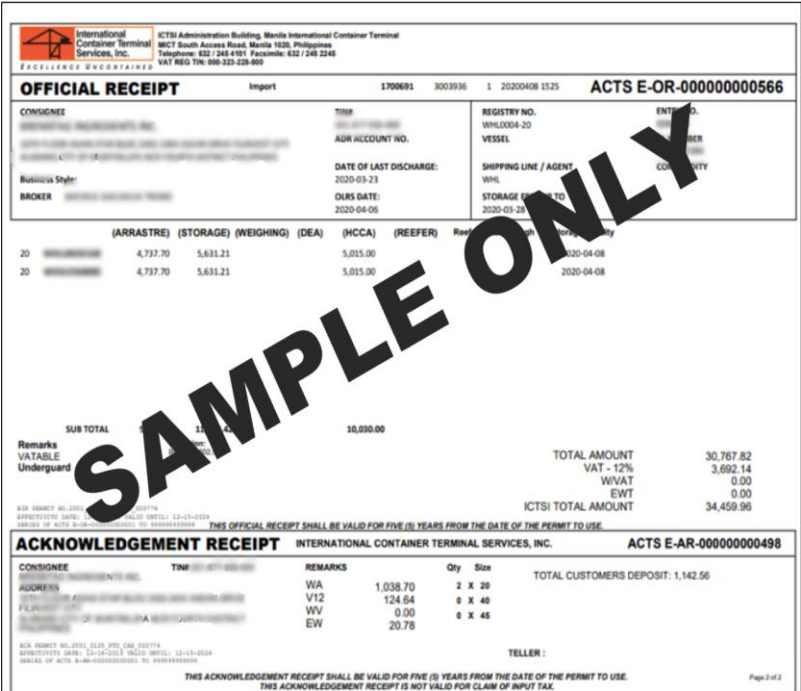


The screenshot shows the ACTS web application interface. At the top, there are navigation tabs: HOME, SERVICES INQUIRY, REPORTS, E-ADR, ACCOUNT SETTINGS, and LOGOUT. Below this is a 'TRANSACTION SUMMARY' section for Transaction Ref. No. 200123456. A table lists transaction details:

Consignee Name	Transaction Type	Reference Number	Amount Due To ICTSI (PHP)	Amount Due To PPA (PHP)	Status	Action
AMRTEST1	SPECIAL SERVICE SCHEDULING	ABCD1234567	0.00	0.00	Paid	↓ E-OR

Below the table, there is a 'Total Amount Due (PHP): 0.00' and buttons for 'Save Transaction', 'Pay', and 'Clear'. An orange arrow points from the '↓ E-OR' button in the table to a separate 'Actions' menu box below, which contains a large orange button labeled '↓ E-OR'.

ICTSI issuance of e-OR is officially approved by BIR. Every e-OR generated includes our **CAS Permit Number - 2001\_0125\_PTU\_CAS\_000774**.



The image shows two sample receipts from ACTS. The top receipt is an 'OFFICIAL RECEIPT' for Import, with Reference Number ACTS E-OR-00000000566. It includes details for Consignee, Broker, Date of Last Discharge, and a table of charges:

	(ARRASTRE)	(STORAGE)	(WEIGHING)	(DEA)	(HCCA)	(REEFER)	Remarks
20	4,737.70	5,631.21		5,015.00			2020-04-08
20	4,737.70	5,631.21		5,015.00			2020-04-08

The bottom receipt is an 'ACKNOWLEDGEMENT RECEIPT' with Reference Number ACTS E-AR-00000000498. It includes details for Consignee, Address, and a table of quantities:

REMARKS	Qty	Size	TOTAL CUSTOMERS DEPOSIT: 1,142.50
WA	1,038.70	2 X 20	
V12	124.64	0 X 40	
WV	0.00	0 X 45	
EW	20.78		

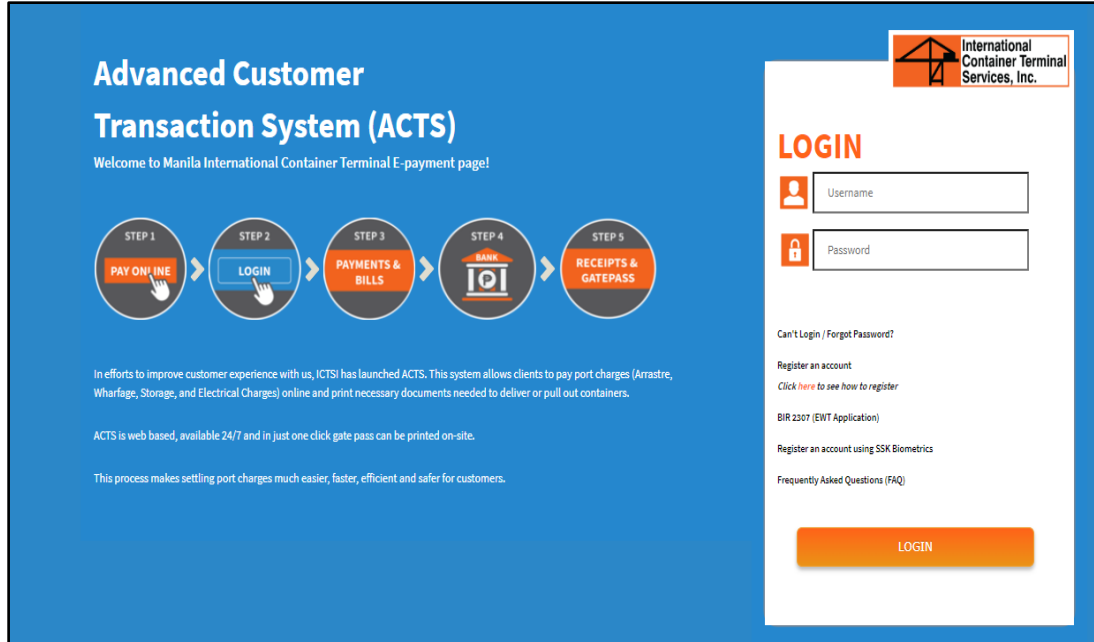
A large diagonal watermark 'SAMPLE ONLY' is overlaid on both receipts. At the bottom right of the second receipt, it says 'Page 1 of 2'.

# 04

## Self-Scheduling a Container for BOC Examination

# Self-Scheduling a Container for BOC Examination

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Username

Password

Can't Login / Forgot Password?

Register an account

Click [here](#) to see how to register

BIR 2207 (EWT Application)

Register an account using SSK Biometrics

Frequently Asked Questions (FAQ)

LOGIN

Click on **SPECIAL SERVICE** then click **SEARCH SCHEDULE**.



International  
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HOME SERVICES INQUIRY REPORTS E-ADR

IMPORT

EXPORT

ADDITIONAL CARGO SERVICES →

SPECIAL GATEPASS

SPECIAL SERVICE →

TRANSACTION INQUIRY

PRINT GATEPASS

SEARCH SCHEDULE

BOC EXAMINATION

SELF SERVICE REQUEST

SHUT OUT VGM

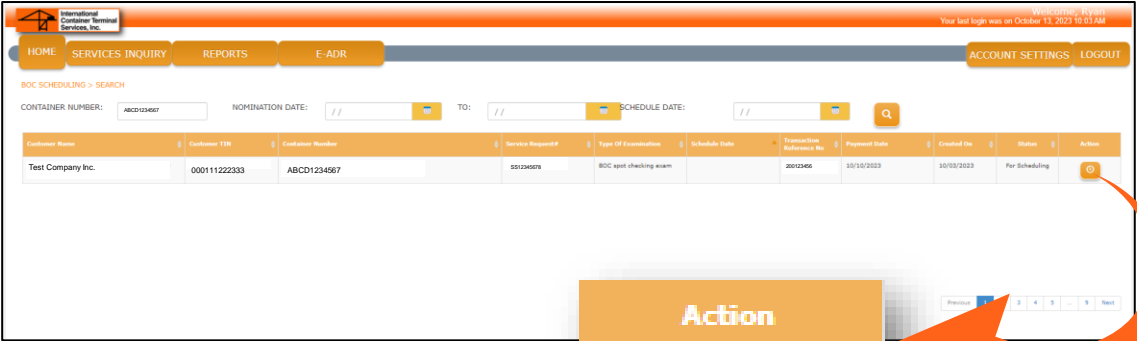
SPECIAL CONTAINER TRANSACTION

SPECIAL SERVICE REFERENCE NO.

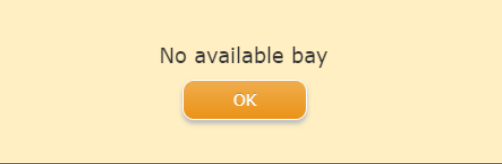
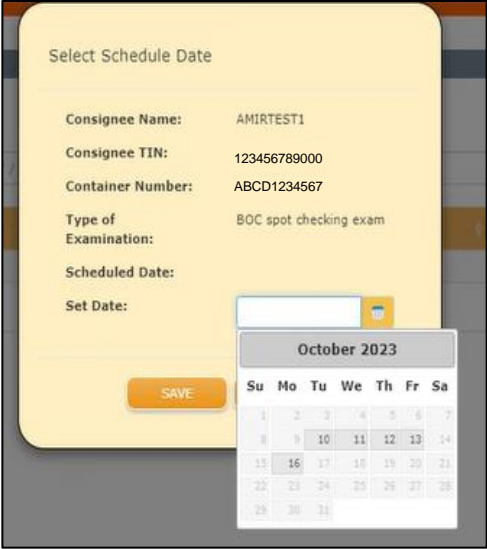
SERVICE MONITORING

# Self-Scheduling a Container for BOC Examination

On the Search Schedule Page, input either the **Container number**, **Nomination Date**, and/or **Schedule Date** and click the **SEARCH** button. Once the details are displayed, click on the **SCHEDULE** button under the Action column.



After clicking the **SCHEDULE** button, you may select your preferred schedule date.

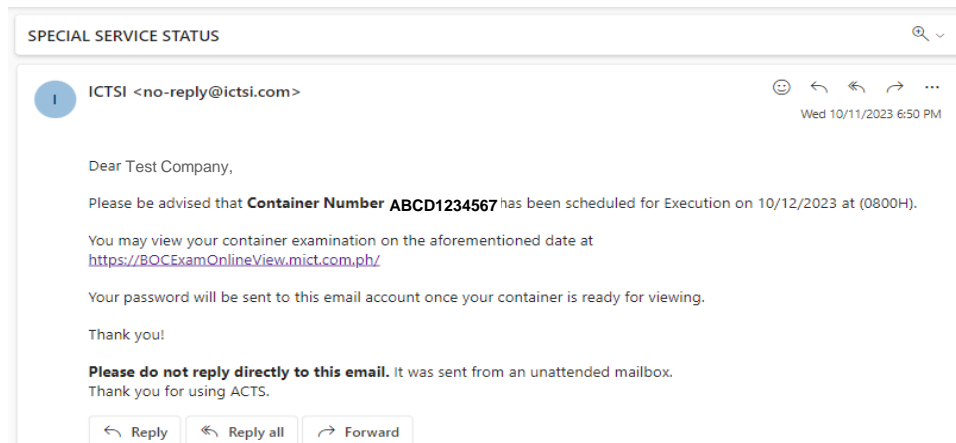


**Note:** If you happen to choose a date with no available slot, this message will pop up. Click on OK and then choose another date from the open window dates in the calendar.

**Note:** You can only select one schedule from the five days that are available. Please note that the deadline for scheduling containers is only till 1700H.

# Self-Scheduling a Container for BOC Examination

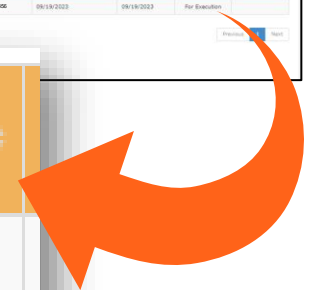
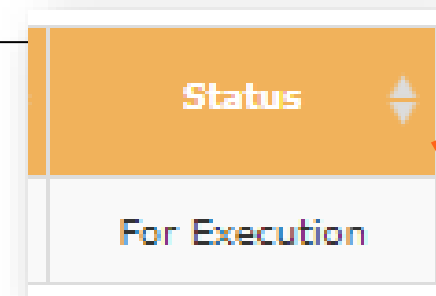
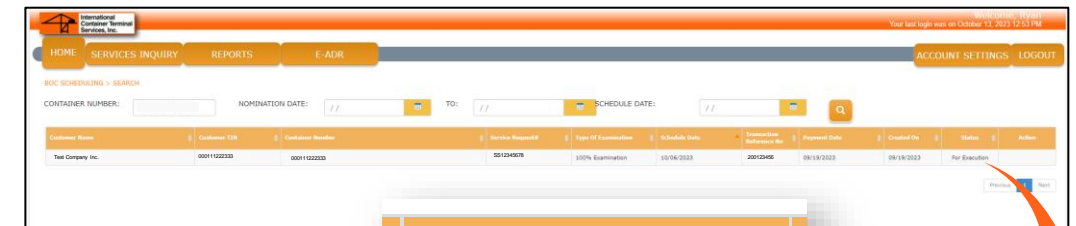
After choosing a schedule, a system-generated email confirming the date and time of your examination schedule will be sent to your registered email address.



## Notes:


- Once an email notification has been sent to the registered email address, the Consignee and BOC Representative will be required to proceed to DEA (Designated Examination Area) for container examination following the confirmed scheduled date and time.
- For RESCHEDULING, please send an email request directly to [OPSpecial\\_Services@ictsi.com](mailto:OPSpecial_Services@ictsi.com). Rescheduling requests will only be accommodated if the status is still "For Execution."

Once a schedule is secured, the container status will be changed to "For Execution."



# Self-Scheduling a Container for BOC Examination

If the Consignee/Broker or BOC representative failed to show up on the scheduled examination date, the container will be tagged as **NO SHOW**. An email notification will be sent informing you of this. If your container was tagged as **NO SHOW**, kindly coordinate with BOC for renomination and settle the charges.

 ICTSI <no-reply@ictsi.com>

Dear Test Company

Please be advised that **Container Number ABCD1234567** has been tagged as **No Show - Broker**.

Remarks: NO SHOW

Thank you!

**Please do not reply directly to this email.** It was sent from an unattended mailbox.  
Thank you for using ACTS.

[← Reply](#) [↶ Reply all](#) [↷ Forward](#)





**Thank you**